

# Ventura County

## OCCUPATIONAL OUTLOOK and Training Provider Directory



2001-2002

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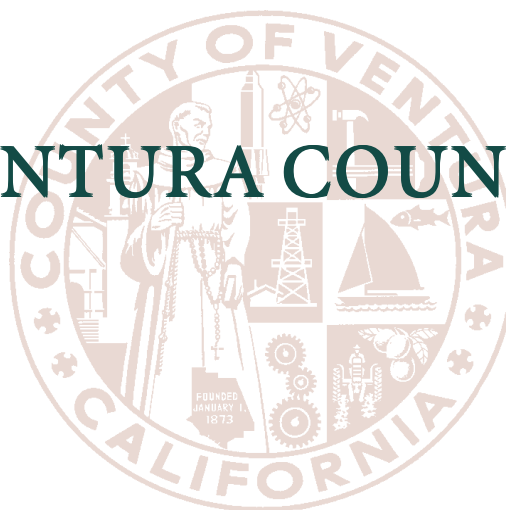
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# VENTURA COUNTY



## *Occupational Outlook* *2001—2002*

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**CCOIS**  
*Occupational Information System*

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## ABOUT THE COVER

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*“Ventura County is a diverse region offering numerous job opportunities. While job growth has slowed somewhat in the past year, diverse industries such as agriculture, biotechnology, health care, mortgage lending, Internet technology, business services, insurance, manufacturing, construction, tourism, and government should keep the local economy stable.”*

**NEW THIS YEAR!**  
**VENTURA COUNTY**  
**TRAINING PROVIDER**  
**DIRECTORY**  
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### VENTURA COUNTY JOB AND CAREER CENTERS

LEARN ABOUT THE SERVICES OFFERED  
AT THE JOB AND CAREER CENTERS  
CONVENIENTLY LOCATED THROUGHOUT  
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# Ventura County

## Workforce Administration

### VISION

*Ventura County will have a world class system of employment, education, and training services linked to economic development, ensuring a highly skilled, adaptable and creative workforce committed to lifelong learning.*

### MISSION

*Our mission is to serve as a focal point for local and regional workforce development initiatives. This will be achieved through the integration of employment, training, education, and business services for job seekers, workers, and employers.*

## DIRECTORS' MESSAGE

The County of Ventura Human Services Agency, Office of Workforce Administration, manages and coordinates the administrative functions for the Ventura County Workforce Investment Area. Workforce Administration provides support essential to the Workforce Investment Board for the guidance and development of the Ventura County Workforce Investment Network, a comprehensive and partnership driven system of services for all individuals, regardless of income, to access quality workforce preparation information and services.

Some of the key responsibilities of Workforce Administration include:

- Staff support for the Workforce Investment Board and its several committees, including strategic planning, membership, marketing, and evaluation;
- Staff for local area Youth Services coordination and support for the Ventura County Youth Council;
- Fiscal agent for grant management and contract services for program performance evaluation;
- Linkages with economic development representatives to promote real job creation and local business retention and expansion;
- Development of quality labor market information and other resources to support job-seekers, employers, training agencies and economic development professionals.

The 2001–2002 *Occupational Outlook & Training Directory* is an important tool in providing labor market information to a variety of users. We encourage you to review the information and to utilize this report as a vital information resource on the economy of Ventura County.

The Training Directory of local educational institutions and vocational training providers complements the occupational information. Listed is a ready reference of local training providers for each of the occupations in the report. A new feature to this year's report is a detailed list of the programs offered by the participating training providers. This effort represents a growing network of employers, educators, and public sector service providers who, in this sixth year of producing the Occupational Outlook, have contributed additional information to link training institutions within the County.

We trust you will enjoy this copy of the Ventura County Occupational Outlook 2001–2002. It is our intent that the use of this report and its availability throughout the community will facilitate additional linkages necessary to match job seekers with appropriate training and employment opportunities, thereby strengthening the economy of Ventura County.

Barbara Fitzgerald, Director, Human Services Agency

Bruce Stenslie, Director, Administration

# Ventura County

## Workforce Investment Board

### WORKFORCE INVESTMENT BOARD OVERVIEW

The *Occupational Outlook 2001-2002* is sponsored by the Workforce Investment Board (WIB) of Ventura County. The Workforce Investment Board is appointed through the authority of the Ventura County Board of Supervisors, as established under the federal Workforce Investment Act of 1998. The responsibilities of the WIB are carried out in partnership with the County Board of Supervisors. The Workforce Investment Board consists of a private sector majority, with representation from local economic development agencies, education, labor, community-based organizations and other partners in our One-Stop Job and Career Center employment and training system.

The Workforce Investment Board of Ventura County is responsible for policy development and oversight over local program investments in workforce preparation. As the sponsor of the Ventura County Workforce Investment Network, the WIB oversees the development, coordination and implementation of a training system dedicated to ensuring that training is for jobs that are in demand and for the high-skill, high-wage jobs of the future. The mission is focused and aimed at the bottom line: Quality Training Responsive to Local Business Needs. The WIB exercises leadership in five broad areas:

- To ensure that training opportunities are accessible through a streamlined one-stop delivery system that is responsive to the needs of all local job seekers;
- To ensure that the training system satisfies the needs of local employers, both large and small, and that the system is market and employer demand driven;
- To promote, establish and coordinate youth development, education and training opportunities, particularly for economically disadvantaged youth;
- To develop and maintain a partnership between leaders in business, economic development, education, and government that effectively addresses local labor needs and contributes to the economic well being of the community; and
- To ensure that the local employment and training system is guided by rigorous standards of performance accountability, in such areas as customer satisfaction, rates of job placement, job retention and earnings.

The community benefits through the WIB's efforts in bringing Ventura County businesses, residents and employers together, creating mutually beneficial relationships that maintain and stimulate employment and economic prosperity throughout Ventura County.

#### WIB RESPONSIBILITIES

- Develop the Five-Year Local Workforce Area Strategic Plan for Ventura County.
- Coordinate workforce investment and economic development activities and develop employer linkages.
- Promote private sector involvement in the Workforce Investment system.
- Appoint and maintain a Youth Council to advise on the best ways to prepare local youth for employment and lifelong learning.
- Identify and establish opportunities for linking work-based and school-based learning, to help assure that our local education system is responsive to the needs of employers.
- Conduct oversight of the Ventura County One-Stop Job and Career Center System.
- Conduct oversight with respect to local WIA youth and adult employment and training activities.
- Negotiate with the State on local measures of performance.
- Develop and implement a plan for public input regarding planning, program development, and evaluation.
- Guide the production of local, annual labor market research and reports for the benefit of the community.

WIB web site: [www.wib.ventura.org](http://www.wib.ventura.org)



**"BUILDING OUR FUTURE WORKFORCE"**

# Welcome to Occupational Outlook 2001–2002!

## INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a cooperative partnership between the County of Ventura Workforce Administration and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS).

The CCOIS was initiated in 1986. By 1996, the program was being conducted for all 58 counties in California and was the first year Ventura County participated in the CCOIS process.

Information in the Occupational Summaries portion of this report applies specifically to Ventura County. Local users of occupational information participated in the selection of the 75 occupations. This ensures that the report focus is on those occupations that are most important to the local community.

Occupational data from three survey years are included in this year's report. The data contained in this report were collected from June 1, 1999 through November 28, 1999; July 15, 2000, through November 9, 2000; and April 12, 2001 to October 24, 2001.

The research methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data. EDD provides technical and financial assistance to the Local Partners and the program is administered by LMID, whose extensive data base has been made available to the project. Confidentiality of data is protected by all participating staff signing a CCOIS confidentiality agreement.

## REPORT USES

The purpose of this report is to provide labor market information for job seekers, employers, training providers, educators, and other parties involved in making labor market decisions. Users include program administrators, vocational counselors and planners, economic developers, and others. The results in this report should also help to improve the match between Ventura County employers' labor needs and the skills of the job applicants. Some possible uses are listed below.

*The purpose of this report is  
to provide labor market  
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training providers,  
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other parties involved in  
making labor market  
decisions.*

**Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

**Program Planning:** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

**Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends.

**Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in Ventura County's labor market area.

**Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

**Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

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# PROGRAM METHODOLOGY

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## SELECTION OF OCCUPATIONS

The following criteria were used by Workforce Administration staff to narrow down the list of occupations to be surveyed:

- ☛ Occupations having a substantial employment base in Ventura County;
- ☛ A substantial number of projected job openings in Ventura County;
- ☛ A mix of professional, technical, clerical, and blue collar occupations.

For the first two of these criteria, occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present, and future employment by occupation and projected job growth rates for occupations in Ventura County. Based on these tables and knowledge of other local labor market information, occupations were selected for public input.

A preliminary list of occupations was developed each year and sent to representatives of vocational training programs, educational institutions, economic development organizations, employers, Ventura County Workforce staff, and EDD/LMID staff. With input from these organizations, occupations were dropped and others added until a final list of 25 occupations to be studied each year was selected.

## EMPLOYER SAMPLE SELECTION

An automated employer sample was developed for each occupation. The samples are drawn to include a mix of large and small firms. Industry classifications are identified to include as many industries as is practical to represent the distribution of the selected occupations.

An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. Every firm in the state is classified in one or more of the nine detailed industry categories, according to the products or services they render.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Workforce Administration staff carefully reviewed and modified this sample. Employers were added and deleted, as appropriate, to obtain an initial sample of 30 to 40 employers who would receive questionnaires in each of the 25 occupations studied each year.

## QUESTIONNAIRES

Standardized questionnaires were used for all occupations. A supplemental question, regarding skills important to the occupation, was added to the Ventura County questionnaire.

## SURVEY PROCEDURES

The survey of employers was conducted according to the following standardized procedures:

☛ Workforce Administration staff began by attempting to verify and obtain phone numbers for each employer on the finalized list of employers proposed for the study. Employers were eliminated from the list at this time because they were no longer in business or a local address or phone number could not be verified without extraordinary efforts.

☛ Employers were then called to verify company name and address, confirm that they employed workers in the occupation, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated if they did not employ workers in the occupation.

☛ Employers willing to participate in the survey were mailed or faxed a questionnaire. Employers not responding were contacted by telephone, encouraged to return the questionnaire and given the opportunity to complete the questionnaire over the telephone.

☛ All completed surveys were reviewed by the CCOIS Coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.

☛ If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 30 employers, additional employers were added to the list based on the size of the firm and industry and knowledge of local firms.

☛ A minimum of 15 responding employers for each occupation was used to ensure integrity of survey results. This goal was met or exceeded in all occupations except for Insurance Underwriters and Landscape Architects.

☛ In addition to contacting employers, staff contacted labor unions, training providers, and occupational associations for specific information about an occupation.

## DATA ENTRY, ANALYSIS, TABULATIONS AND RESULTS

Survey responses were entered into a database. The data were checked against a diagnostic program to ensure the highest standards for accuracy. Once reviewed, the data were tabulated by the automated system to allow for systematic and consistent review and analysis of the survey responses. Occupational summaries were prepared by the CCOIS Program Coordinator and approved by the EDD Site Analyst. Each occupational summary provides information on wages, benefits, training, and hiring requirements, size of the occupation, employment trends, supply/demand assessment, and other information.



## DEFINITIONS AND TERMINOLOGY

### KEY TERMS

When reference is made to responding employers in the occupational summaries, the following definitions apply:

<i>All employers</i> .....	100%
<i>Almost all employers</i> .....	80% up to but not including 100%
<i>Most employers</i> .....	60% up to but not including 80%
<i>Many employers</i> .....	40% up to but not including 60%
<i>Some employers</i> .....	20% up to but not including 40%
<i>Few employers</i> .....	Less than 20%

In a few cases, the percentages may not add up to 100% due to rounding and computerized conversion of the information. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Unless otherwise noted, responses to open-ended questions are included in the summary if listed by more than one employer or by a firm employing a large number of workers (50% or more of the total employees in the summary).

### OCCUPATIONAL TITLES AND DEFINITIONS

**OES occupations:** Titles, definitions and codes are from the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). Occupations are listed alphabetically by OES titles, and the 6-digit OES code number identifies each occupation.

**Non-OES occupations included in this report:** Non-OES occupations are new or emerging occupations. OES numbers were not developed for these occupations prior to selection. Non-OES numbers and definitions are developed by the State to make sure the CCOIS does not duplicate non-OES codes or descriptions. Non-OES occupations included in this report are Administrative Assistants, Biotechnology Laboratory Assistants, Computer Aided Design (CAD) Technicians, Computer Network Technicians, Desktop Publishing - Graphic Designers, Grocery Checkers, Human Resource Technicians, Internet Web Site Designers/Developers (Webmasters), and Quality Assurance Managers. EDD projections are not available for Non-OES occupations. When information is available from other sources, the reference is noted.

### WAGES AND BENEFITS

**Wages:** The wage data enables a comparison of salary range and median across occupations. The data is not intended to represent official prevailing wages. Ranges and median wages are based primarily on employer surveys and contracts with unions or collective bargaining agreements. Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wages are expressed in a range of high, low, and median. The median represents the middle value of the ranges of salaries reported with an equal number of higher and lower salaries. Two wage sections occur when the percent of union employers is from 20% to 80%. All wages have been converted to an hourly rate. Federal minimum wage standards of \$5.75 were used for 1999 and 2000 and \$6.25 for 2001. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Wage data collected reflect the following definitions:

*New hires, no experience* – Wages paid to persons, trained or untrained, but without paid experience in the occupation.

*New to firm, experienced* – Wages paid to journey-level or experienced persons just starting at the firm.

*Three years with firm* – Wages generally paid to persons with more than three years of journey-level experience at the firm.

**Other forms of compensation:** Other forms of compensation are included when reported by 20% or more responding employers.

**Benefits:** Benefit information is based on the total number of responding employers in the occupation. When 50% or more of the workers in an occupation work part-time, benefits for part-time employees are also reported.

### WHERE THE JOBS ARE

Key industries that employ in each of the OES occupations are listed. Industry titles are taken from the Standard Industrial Classification Manual. When an occupation is employed by a wide variety of industries, those industries employing the greatest number of persons in the occupation are identified in the report. The five highest industry values are listed, if available. When values are equal, both are listed. If values are less than 5% and occur more than three times, they are not reported. Industries which are not on the forecast list, but responded in significant numbers, are included in the report.

## SIZE OF OCCUPATION

**EDD estimated occupation size:** The terms below are used to describe the size of the occupation relative to the estimated total number of non-agricultural workers in Ventura County. OES occupational size is taken from the EDD 1999–2006 Projections of Employment, Table 6, and is measured using the following scale:

<i>Small</i> .....	Less than 409 employees
<i>Medium</i> .....	409 – 817 employees
<i>Large</i> .....	818 – 1,772 employees
<i>Very large</i> .....	1,773 or more employees

**Gender ratio as reported by responding employers:** The ratio for male and female employees is stated as a percentage of the workers represented in the occupation surveyed.

## SUPPLY AND DEMAND

**Degree of difficulty in finding qualified applicants:** Supply and demand refers to the relative difficulty responding employers experience in locating experienced qualified applicants and inexperienced qualified workers in the occupation. A weighted average is calculated from the number of firms responding to the survey. The following terms are used in assessing the local supply and demand situation:

*Very difficult* – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

*Moderately difficult* – Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.

*Not difficult* – Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

**Hired in the past 12 months and source of filled vacancies:** Data under this section reflects only the information collected from responding employers.

**Primary recruitment methods:** Information listed in this section reflects the most common methods utilized by responding employers in recruiting their employees. The top three categories, from highest to lowest, are reported. When there are equal values, both values are reported. See questionnaire in Appendix F for reporting options.

## EMPLOYER REQUIREMENTS

**Experience and Training:** This category represents prior work experience, required or preferred, and specific training, required or preferred, as reported by responding employers. Related work experience and training, required or preferred, is listed by a range of months and average months. Extreme months are excluded from the range if they are reported by only one employer. Other acceptable experience is included in the summaries, if reported by more than one employer or a large employer, and is listed in the order of frequency reported. The percentage of employers that will substitute training for experience is based on the number of firms that do require or prefer experience.

**Education:** While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of the job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

**Desired computer software skills:** Percentages for desired software skills are based on the number of employers responding to the question. Other computer skills are listed if they are reported by more than one employer, by a large employer, or are significant to the occupation, and are listed in the order of reported frequency.

**Legally mandated requirements:** California state requirements for licensing, permit issuance, registration and certification are based on the *California License Handbook, 5th Edition*, dated 1997, for the 1999 survey year. The *California Professional & Business License Handbook, August 1999*, was used for the years 2000 and 2001 reports. California Occupational Guides were also referenced for all survey years. Generally, requirements are for vocations involving extensive training.

**Important job qualifications and skills:** A list of occupational skills for each occupation was provided by LMID for the 1999 summaries. Skills information for 2000 and 2001 was compiled for each occupation from LMID's Skills Research Program, the O\*Net database, and Employment Development Department's California Occupational Guides. A supplemental question was developed for employer response. Skills rated as important by 50 percent or more employers are included in the report. For non-OES occupations, important job qualifications and skills are listed if available. Sources are noted in the summary. Not all skills may be required by specific employers, nor may they comprise a complete list. This section indicates some of the most important qualifications, including technical skills, physical skills, personal skills, and other qualifications.

**New skills needed:** New skills are included in the summary, if reported by more than one employer.

## PROJECTIONS

**Projections for firm's employment as reported by responding employers:** Responding employers reported as to whether the occupation surveyed was expected to grow, remain stable or decline over the next 24 months. Employer responses are listed as percentages.

**EDD Occupational Forecast 1999 - 2006:** Projections are provided by EDD/LMID and are updated every two years. It should be noted that employment trends are subject to many unforeseen factors and can change. Absolute change or absolute job growth means the number of jobs that are anticipated to be added or subtracted during the seven year forecast period. Fastest job growth, or percentage change, can be deceptive. A large percentage change does not necessarily mean a large number of jobs if the size of the occupation is small. Appendix B and Appendix C rank the top fifty occupations in these categories for Ventura County.

**Projected job openings:** Listed figures include estimated job openings as a result of job growth and separations.

**Projected job growth rate:** EDD projects the average growth rate for all occupations in Ventura County to be 17.3% for the forecast period of 1999 through 2006. The following standard terms describe the expected new job growth rate (percentage change) within each occupation, in relation to the overall employment growth for Ventura County:

### *Much faster than average*

1.50 time average or more ..... 25.9% or more

### *Faster than average*

1.10 to but not including 1.50 times average ..... 19.0% to 25.8%

### *Average*

0.90 to but not including 1.10 times average ..... 15.6% to 18.9%

### *Slower than average*

0.10 to but not including 0.90 times average ..... 1.7% to 15.5%

### *Remain stable*

- 0.10 to but not including 0.10 time average ..... 0% to 1.6%

### *Slow decline*

Less than - 0.10 time average ..... Less than zero

## OTHER INFORMATION

**Union Status:** Union wages are reported when 20% or more of responding firms employ workers that are subject to collective bargaining or union agreements.

**Hours worked:** The number of hours worked per week is based on the State's weighted average formula and calculated by the number of employees. When 20% or more of the employees work part-time, temporary, on call, or seasonal, this information is included in the summary.

**Promotional opportunities:** Reported is the percentage of responding employers that do promote their employees to higher level positions.

**Shifts worked:** The top two reported categories are included in the report.

**Skills important for career advancement:** Skills important for career advancement are listed if they are reported by more than one employer, or by a large employer, and are listed in the order of frequency reported. Reported skills already listed under Employment Requirements are not included.

### *Your Opinion Counts.....*

*Please complete the user survey inserted in this publication. Your response will help us to ensure this publication continues to meet the needs of our clients. Thank you.*

### *Special thanks go to:*

Evonne Chala, a dedicated telephone technician and proof reader for the past 5 years;

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Also, sincere thanks go to the following in Workforce Administration for their support of the CCOIS project: Bruce Stenslie, Administrative Director; Philip Bohan, Contracts and Planning Manager and Amy Fonzo, Deputy Area Workforce Director.

## ADDITIONAL RESOURCES

- ☛ Employment Development Department, California Labor Market Information ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ O\*Net (<http://online.onetcenter.org>)
- ☛ U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)



# Ventura County

## CCOIS OCCUPATIONS

### ACKNOWLEDGEMENT

*We are grateful to the many employers, training providers, and educational institutions throughout the county that contributed their valuable time and information to this Occupational Outlook Report.*

The California Cooperative  
**CCOIS**  
Occupational Information System

### SURVEY YEARS 1999–2001

*Please refer to Definitions and Terminology, pages 10 to 12, for an accurate reading of these summaries.*



# Adjustment Clerks

Employers Responded: 15 • Employees Covered: 210

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.80 to \$10.25	\$8.03
New hires, experienced	\$5.80 to \$11.51	\$9.00
Three years with firm	\$7.00 to \$14.00	\$11.21

Other forms of compensation: Some responding employers (27%) reported that they pay commissions or bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	47%	47%	0%
Dental Insurance	33%	47%	0%
Vision Insurance	20%	40%	0%
Life Insurance	33%	40%	0%
Sick Leave	60%	20%	0%
Vacation	73%	20%	0%
Retirement Plan	20%	40%	7%
Child Care	0%	7%	7%

## WHERE THE JOBS ARE

Hospitals & Medical Service Plans  
 Courier Services, except by Air  
 Telephone Communications  
 Catalog & Mail-Order Houses

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
 Medium/Large (620 – 820)

Gender ratio as reported by responding employers:  
 Female - 81%    Male - 19%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (90%) work full -time, 40 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 20%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement:  
 Accounting skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Due to high turnover, employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 59

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 85%  
 Promotions ..... 10%  
 New positions ..... 5%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 67%  
 Employee referrals ..... 47%  
 In-house promotions or transfers ..... 47%  
 Walk-in applicants ..... 40%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

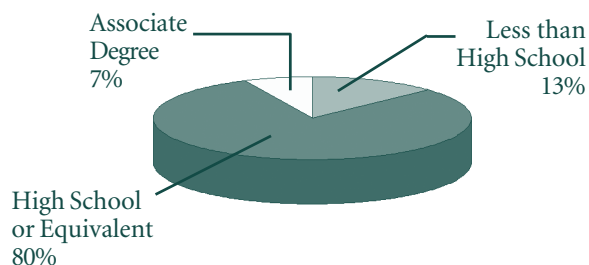
**Required – 20 %      Preferred – 53%      Not Required – 27%**

Required or preferred experience in this occupation ranges from 6 to 12 months or an average of 9 months. Many of these employers (45%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%      Preferred - 20%      Not Required - 80%**

Preferred training ranges from 6 to 12 months or an average of 10 months. Training includes computer, general office, or PBX courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (80%) seek computer skills as follows:

- ☛ Word Processing (75%)      ☛ Spreadsheet (42%)
- ☛ Data Base (33%)
- ☛ Other (33%) – In-house programs.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Telephone answering skills
- ☛ Ability to use a calculator
- ☛ Ability to perform detailed clerical work
- ☛ Ability to use a computer
- ☛ Ability to write effectively
- ☛ Filing skills (Alpha and Numeric)

**Personal or other**

- ☛ Public contact skills
- ☛ Ability to interact well with others
- ☛ Customer service skills
- ☛ Ability to follow oral instructions
- ☛ Ability to work under pressure
- ☛ Ability to work accurately
- ☛ Ability to work independently
- ☛ Problem solving skills
- ☛ Understanding of a variety of cultures
- ☛ Willingness to work with close supervision
- ☛ Oral communication skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Business math skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 33%      Remain Stable – 67%      Decline – 0%

**ADDITIONAL RESOURCES**

- ☛ Employment Development Department, California Labor Market Information – Occupational Guide, No. 562 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 43-4051.01
- ☛ U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 230**  
 Due to growth – 200  
 Due to separations – 30

**Projected job growth rate for 7-year period:**  
 32.3% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Administrative Assistants

Employers Responded: 16 • Employees Covered: 67

Administrative Assistants aid executives by coordinating, analyzing, and improving office services, such as personnel, budget, and operating practices. They analyze personnel requirements, study methods of improving performance standards, and analyze jobs for wage-and-salary adjustments and promotions. They analyze budgetary requirements and expenditures, and study methods to implement cost reduction. They analyze operating practices and create new systems or revise established procedures to simplify and improve reporting procedures, work flow, record keeping systems, forms control, office layout, or suggestion systems. They interpret operating policies, prepare reports with recommendations for solutions of administrative problems, and answer correspondence. They may direct services, such as maintenance, repair, supplies, and mail.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$17.92	\$15.61
New hires, experienced	\$10.00 to \$22.24	\$15.74
Three years with firm	\$12.72 to \$23.35	\$18.39

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	56%	44%	0%
Dental Insurance	50%	50%	0%
Vision Insurance	56%	25%	0%
Life Insurance	63%	31%	0%
Sick Leave	94%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	38%	44%	6%
Child Care	0%	6%	0%
Other – 401K, Disability	6%	19%	6%

## WHERE THE JOBS ARE

Business Services  
Manufacturing  
Finance, Insurance, and Real Estate  
Education Services  
Transportation and Communication Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006: Large

Gender ratio as reported by responding employers:  
Female - 99%    Male - 1%

## OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 43 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (75%) promote their employees to higher level positions.
- Skills important for career advancement: Management/administrative skills, multi-tasking/organizational skills, interpersonal/communication skills, knowledge of the company, technical/computer skills, and accounting skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

*Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

*Supply of inexperienced qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.*

**HIRED IN THE PAST 12 MONTHS: 13**

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 54%  
New positions ..... 23%  
Promotions ..... 23%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 94%  
In-house promotions or transfers ..... 69%  
Internet ..... 38%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 75%****Preferred – 25%****Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 27 months. Other acceptable experience listed by responding employers includes Secretary, Customer Service Representative, or Office Clerk. Some of these employers (38%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 19%****Preferred - 25%****Not Required - 56%**

Required or preferred training ranges from 12 to 24 months or an average of 14 months. Training includes computer software programs or secretarial courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED**

Associate  
Degree  
13%



High School  
or Equivalent  
87%

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- ☛ Word Processing (100%)      ☛ Spreadsheet (94%)
- ☛ Data Base (75%)              ☛ Desktop Publishing (38%)
- ☛ Other (44%) – PowerPoint.

**ADDITIONAL RESOURCES**

- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 43-6011.00
- ☛ U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to write effectively
- ☛ Knowledge of computer software applications
- ☛ Knowledge of business math
- ☛ Problem solving skills
- ☛ Record keeping skills
- ☛ Time management skills
- ☛ Project management skills
- ☛ Presentation design skills

**Physical**

- ☛ Wrist-finger dexterity
- ☛ Near vision (may be corrective)

**Personal or other**

- ☛ Ability to work independently
- ☛ Good judgment and decision making skills
- ☛ Oral communication skills
- ☛ Pay close attention to detail
- ☛ Reading and comprehension skills
- ☛ Ability to write legibly

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 19%    Remain Stable – 69%    Decline – 12%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.



# Administrative Services Managers

Employers Responded: 15 • Employees Covered: 20

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Insufficient Data	
New hires, experienced	\$14.38 to \$34.89	\$27.89
Three years with firm	\$16.78 to \$42.41	\$32.69

Other forms of compensation: Some responding employers (27%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	40%	60%	0%
Dental Insurance	27%	60%	7%
Vision Insurance	27%	47%	7%
Life Insurance	67%	33%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	53%	40%	0%
Child Care	7%	7%	0%

## WHERE THE JOBS ARE

Offices of Health Practitioners  
Accounting, Auditing and Bookkeeping Services  
Manufacturing - Drugs  
Local Government

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
Large (890 – 1,020)

Gender ratio as reported by responding employers:  
Male - 55%      Female - 45%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (53%) promote their employees to higher level positions.
- Skills important for career advancement: Business/resource/financial management, leadership skills, multi-tasking skills, and supervisory skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Insufficient Data		

*Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 4

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 75%  
Promotions ..... 25%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 80%  
In-house promotions or transfers ..... 60%  
Internet ..... 47%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

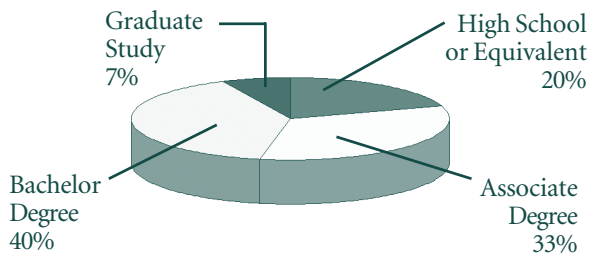
**Required – 93%**      **Preferred – 7%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 49 months. Other acceptable experience includes business administration, professional management, accounting/financial or industry related positions. Few of these employers (13%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 13%**      **Preferred - 13%**      **Not Required - 74%**

Required or preferred training ranges from 6 to 12 months or an average of 8 months. Training includes accounting or computer applications programs.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (93%) seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (93%)
- Data Base (79%)      • Desktop Publishing (21%)
- Other (43%) – PowerPoint, accounting, and in-house programs.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to manage an activity or department
- Time management skills
- Organizational skills
- Information gathering skills
- Report writing skills
- Contract writing skills
- Understanding of purchasing procedures
- Understanding of inventory techniques
- Knowledge of administrative and office procedures
- Knowledge of training techniques
- Knowledge of accounting principles
- Knowledge of human resource functions
- Knowledge of media communication techniques

**Personal or other**

- Oral communication skills
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Judgment and decision making skills
- Reading and comprehension skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 7%      Remain Stable – 93%      Decline – 0%

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 11-3011.0
- U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 250**  
 Due to growth – 130  
 Due to separations – 120

**Projected job growth rate for 7-year period:**  
 14.6% (Slower than average)  
 Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Assemblers & Fabricators - except Machine, Electrical, Electronic, & Precision

Employers Responded: 16 • Employees Covered: 599

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a non-precision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$7.15	\$6.00
New hires, experienced	\$5.75 to \$8.50	\$7.00
Three years with firm	\$6.50 to \$10.00	\$8.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	31%	63%	0%
Dental Insurance	19%	56%	19%
Vision Insurance	19%	31%	25%
Life Insurance	56%	19%	6%
Sick Leave	50%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	38%	38%	0%
Child Care	0%	0%	6%

## WHERE THE JOBS ARE

Manufacturing  
Measuring and Controlling Devices

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Very large (3,120–4,030)

Gender ratio as reported by responding employers:  
Male - 51%      Female - 49%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 25%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills important for career advancement:  
Reliable and efficient performance, ability to be a good team player, computer skills, leadership, and management skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

*Few employers who require skilled workers may have some difficulty finding qualified experienced applicants at times and applicants may find little competition in their job search.*

*Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.*

**HIRED IN THE PAST 12 MONTHS:** 126

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 53%  
New positions ..... 44%  
Temporary, on call, or seasonal positions ..... 3%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 69%  
Private employment agencies ..... 56%  
Newspaper ads ..... 50%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

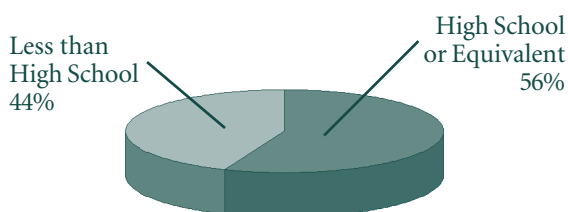
**Required – 6 %**      **Preferred – 31%**      **Not Required – 63%**

Required or preferred experience in the occupation ranges from 3 to 12 months or an average of 6 months. Most of these employers (67%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 13%**      **Not Required - 87%**

Preferred training is 3 months of manual tool, power tool, or diagram reading courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (less than 20%) seek computer skills as follows:

- In-house program.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to use and read a tape measure
- Ability to read blueprints
- Ability to read working drawings
- Ability to perform assembly work
- Ability to use hand tools
- Ability to operate power hand tools
- Soldering skills
- Ability to do arithmetic using fractions and decimals

**Physical**

- Manual dexterity
- Good eye-hand coordination
- Possession of good color perception
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs. repeatedly

**Personal or other**

- Possession of mechanical aptitude
- Ability to perform routine, repetitive work
- Willingness to work with close supervision
- Ability to work independently
- Ability to follow oral instructions
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 56%      Remain Stable – 38%      Decline – 6%

**ADDITIONAL RESOURCES**

- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 1,350**

Due to growth – 910

Due to separations – 440

**Projected job growth rate for 7-year period:**

29.2% (Faster than average)

Average growth rate for all occupations - 17.3%



# Automotive Body and Related Repairers

Employers Responded: 17 • Employees Covered: 122

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.00 to \$7.50	\$7.30
New hires, experienced	\$7.00 to \$25.00	\$13.00
Three years with firm	\$8.00 to \$28.77	\$20.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	24%	41%	6%
Dental Insurance	12%	35%	12%
Vision Insurance	12%	12%	6%
Life Insurance	35%	6%	0%
Sick Leave	12%	6%	0%
Vacation	65%	6%	0%
Retirement Plan	12%	35%	6%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Automotive Repair Shops

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (440 – 470)

Gender ratio as reported by responding employers:  
Male - 99%      Female - 1%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all employers (82%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, estimating skills, and good customer relations.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 40**

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 72%  
New positions ..... 23%  
Promotions ..... 5%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 88%  
Newspaper ads ..... 53%  
Walk-in applicants ..... 53%  
In-house promotions or transfers ..... 35%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

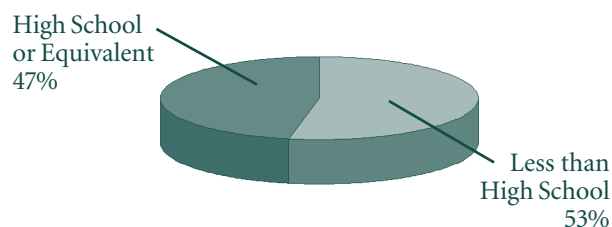
**Required – 82%**      **Preferred – 12%**      **Not Required – 6%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 30 months. Some of these employers (38%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 18%**      **Preferred - 18%**      **Not Required - 64%**

Required or preferred training ranges from 3 to 12 months or an average of 9 months. Training includes automotive body repair programs.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Some responding employers (39%) seek computer skills as follows:

- Data Base (33%)      • Desktop Publishing (6%)
- Other (100%) – Pathway and Mitchell estimating programs.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Skill in working with fiberglass
- Ability to operate power hand tools
- Masking skills
- Ability to apply various painting techniques and skills
- Welding skills
- Ability to detail automobiles

**Physical**

- Ability to tolerate dust and paint fumes
- Possession of good color perception
- Ability to lift at least 70 lbs. repeatedly
- Manual dexterity

**Personal or other**

- Ability to provide own hand tools
- Willingness to work with close supervision
- Ability to work independently
- Ability to pay close attention to detail
- Ability to read and follow instructions
- Oral communication

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 53%    Remain Stable – 47%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 68 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 49-3021.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 120**  
 Due to growth – 30  
 Due to separations – 90

**Projected job growth rate for 7-year period:**  
 6.8% (Slower than average)  
 Average growth rate for all occupations - 17.3%

# Bakers – Bread and Pastry

Employers Responded: 21 • Employees Covered: 63

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.00 to \$8.00	\$7.00
New hires, experienced	\$6.00 to \$11.57	\$8.50
Three years with firm	\$6.50 to \$17.00	\$11.57

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	14%	33%	5%
Dental Insurance	10%	24%	10%
Vision Insurance	10%	24%	5%
Life Insurance	14%	19%	10%
Sick Leave	14%	5%	0%
Vacation	38%	5%	0%
Retirement Plan	5%	24%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Grocery Stores  
Retail Bakeries  
Department Stores

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small/Medium (390 – 430)

Gender ratio as reported by responding employers:  
Male - 67%      Female - 33%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Most employees (68%) work full-time, 39 hours per week weighted average. Some employees (30%) work part-time, 27 hours per week weighted average.
- Shifts worked: Day – 81%    Swing – 19%  
Graveyard – 19%
- Most responding employers (62%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, customer service skills, interpersonal and teamwork skills, ability to solve problems and make decisions, and dedication.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 11**

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 55%  
New positions ..... 27%  
Promotions ..... 18%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 86%  
Walk-in applicants ..... 71%  
Newspaper ads ..... 43%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

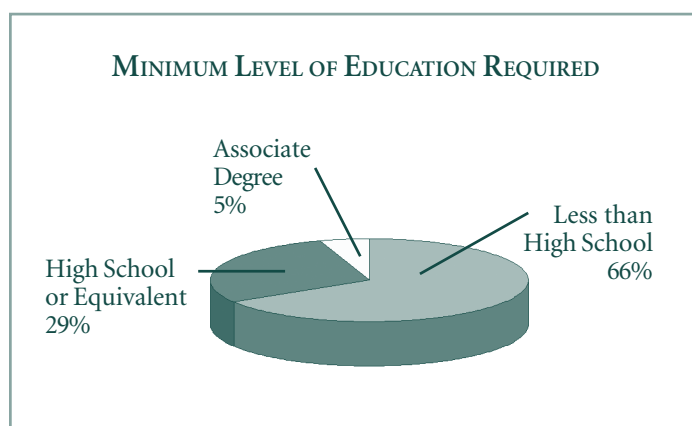
**Required – 24%**      **Preferred – 38%**      **Not Required – 38%**

Required or preferred experience in this occupation ranges from 3 to 36 months or an average of 12 months. Other acceptable experience listed by responding employers includes cook and food preparation worker. Many of these employers (46%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 14%**      **Not Required - 86%**

Preferred training ranges from 3 to 12 months or an average of 9 months. Training includes culinary baking.

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Bread making skills
- Pastry making skills
- Pastry decorating skills
- Mastery of baking equipment

**Physical**

- Ability to lift at least 25 lbs. repeatedly
- Ability to stand continuously for prolonged periods of time
- Ability to taste and smell
- Finger dexterity
- Good eye-hand coordination

**Personal or other**

- Ability to follow safe work practices
- Ability to read and follow instructions
- Ability to work independently
- Ability to work under pressure
- Ability to write legibly
- Basic math skills
- Creativity
- Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 29%    Remain Stable – 71%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 532 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 51-3011.01
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period:** 120  
 Due to growth – 40  
 Due to separations – 80

**Projected job growth rate for 7-year period:**  
 10.3% (Slower than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Bartenders

Employers Responded: 16 • Employees Covered: 76

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$6.00	\$5.75
New hires, experienced	\$5.75 to \$7.50	\$5.75
Three years with firm	\$5.75 to \$8.50	\$6.25

Other forms of compensation: Almost all responding employers (94%) reported tips that vary.

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	6%	19%	6%	0%	0%
Dental Insurance	13%	6%	13%	6%	0%	0%
Vision Insurance	0%	6%	13%	0%	0%	6%
Life Insurance	13%	13%	6%	0%	0%	0%
Sick Leave	13%	6%	6%	0%	0%	0%
Vacation	25%	13%	6%	6%	0%	0%
Retirement Plan	0%	6%	19%	0%	6%	6%
Child Care	0%	0%	0%	0%	0%	0%

## WHERE THE JOBS ARE

Eating Places  
Drinking Places  
Hotels and Motels  
Civic and Social Associations

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (740 – 740)

Gender ratio as reported by responding employers:  
Male - 57%      Female - 43%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Most employees (71%) work part-time, 23 hours per week weighted average. Some employees (29%) work full-time, 36 hours per week weighted average.
- Shifts worked: Day – 75%    Swing – 69%  
Night and Evening – 31%    Graveyard – 6%
- Most responding employers (63%) promote their employees to higher level positions.
- Skills important for career advancement: Knowledge of Point of Sales terminal program and ability to be accurate.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Due to high turnover, employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 38

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 100%

### PRIMARY RECRUITMENT METHODS

Walk-in applicants ..... 88%  
Newspaper ads ..... 50%  
Employee referrals ..... 38%  
In-house promotions or transfers ..... 38%

## EMPLOYER REQUIREMENTS

### EXPERIENCE

**Required – 44%**      **Preferred – 44%**      **Not Required – 12%**

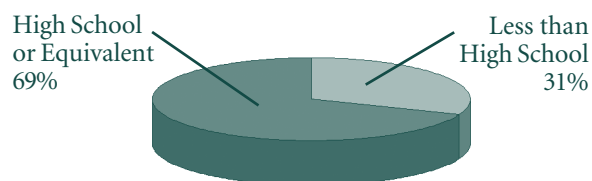
Required or preferred experience in this occupation ranges from 1 to 24 months or an average of 10 months. Other acceptable experience listed by some responding employers (25%) includes other restaurant positions. Most of these employers (71%) will accept training as a substitute for experience.

### TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

**Required – 6%**      **Preferred – 31%**      **Not Required – 63%**

Required or preferred training ranges from 2 to 3 months or an average of 3 months of Bartender's school (40 hours).

### MINIMUM LEVEL OF EDUCATION REQUIRED



### DESIRED COMPUTER SOFTWARE SKILLS

Few responding employers (19%) seek computer skills as follows:

- ☛ Micros system cashier program.

## IMPORTANT JOB QUALIFICATIONS AND SKILLS

### Technical

- ☛ Ability to follow purchasing procedures
- ☛ Cash handling skills
- ☛ Understanding of inventory techniques
- ☛ Ability to operate a cash register
- ☛ Knowledge of drink recipes

### Physical

- ☛ Good memory skills
- ☛ Ability to stand continuously for 2 or more hours
- ☛ Ability to lift at least 50 lbs. repeatedly

### Personal or other

- ☛ Willingness to work with close supervision
- ☛ Public contact skills
- ☛ Ability to work independently
- ☛ Ability to work under pressure
- ☛ Ability to deal effectively with difficult individuals.
- ☛ Basic math skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Oral communication skills

## PROJECTIONS

### RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 6%    Remain Stable – 94%    Decline – 0%

### EMPLOYMENT DEVELOPMENT DEPARTMENT OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 220

Due to growth – 0

Due to separations – 220

Projected job growth rate for 7-year period:

0% (Remain Stable)

Average growth rate for all occupations - 17.3%

## ADDITIONAL RESOURCES

- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 35-3011.00
- ☛ U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Bill and Account Collectors

Employers Responded: 15 • Employees Covered: 75

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$11.00	\$10.18
New hires, experienced	\$9.00 to \$15.00	\$11.00
Three years with firm	\$11.00 to \$17.26	\$14.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	40%	47%	0%
Dental Insurance	33%	33%	20%
Vision Insurance	20%	33%	20%
Life Insurance	53%	20%	0%
Sick Leave	87%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	27%	40%	13%
Child Care	0%	0%	7%

## WHERE THE JOBS ARE

Mortgage Bankers and Brokers  
Credit Reporting and Collection  
Personal Credit Institutions  
Hospitals

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (910 – 1,010)

Gender ratio as reported by responding employers:  
Female - 83%    Male - 17%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (92%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 7%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/management skills, and knowledge of industry or company procedures.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 22

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 54%  
Promotions ..... 23%  
New positions ..... 18%  
Temporary, on call, or seasonal positions ..... 5%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 80%  
Employee referrals ..... 60%  
In-house promotions or transfers ..... 20%  
Private employment agencies ..... 20%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

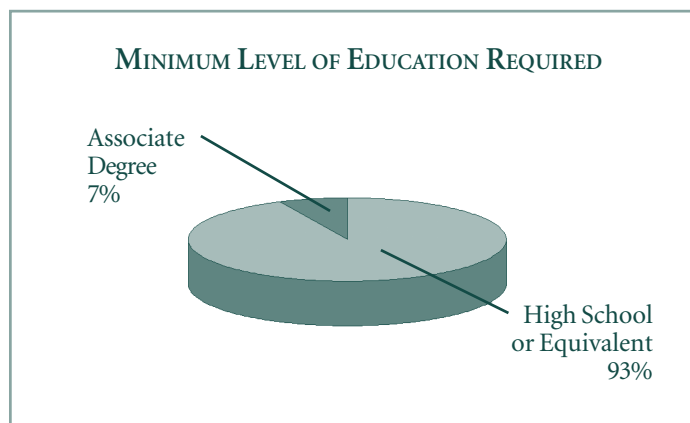
**Required – 60%**      **Preferred – 33%**      **Not Required – 7%**

Required or preferred experience in this occupation ranges from 6 to 48 months or an average of 18 months. Other acceptable experience listed by responding employers includes accounting, bookkeeping or insurance billing. Many of these employers (50%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 7%**      **Preferred - 13%**      **Not Required - 80%**

Required or preferred training ranges from 1 to 12 months or an average of 6 months. Training includes accounting or computer courses.

**DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (93%) seek computer skills as follows:

- ☛ Word Processing (64%)      ☛ Spreadsheet (57%)
- ☛ Data Base (43%)      ☛ Desktop Publishing (0%)
- ☛ Other (71%) – Accounting programs and MAS90.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to use a calculator
- ☛ Ability to use computer database applications
- ☛ Information gathering skills
- ☛ Problem solving skills
- ☛ Record keeping skills
- ☛ Ability to follow billing procedures
- ☛ Problem identification skills
- ☛ Telephone answering skills
- ☛ Business math skills
- ☛ Knowledge of accounting principles
- ☛ Ability to write effectively

**Physical**

- ☛ Ability to sit continuously for 2 or more hours

**Personal or other**

- ☛ Ability to tolerate stress
- ☛ Oral communication skills
- ☛ Public contact skills
- ☛ Ability to work independently
- ☛ Reading comprehension skills
- ☛ Good judgment and decision making skills
- ☛ Social/People skills
- ☛ Willingness to work under close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 27%    Remain Stable – 66%    Decline – 7%

**ADDITIONAL RESOURCES**

- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 561* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *O\*Net* (<http://online.onetcenter.org>), SOC Code 43-3011.00
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 280**  
 Due to growth – 100  
 Due to separations – 180

**Projected job growth rate for 7-year period:**  
 11% (Slower than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Biotechnology Laboratory Assistants

Employers Responded: 15 • Employees Covered: 49

Biotechnology Laboratory Assistants prepare solutions and perform laboratory procedures under the direction of a research assistant or scientist. They may be responsible for a wide variety of research laboratory tasks and experiments. They may also be responsible for implementing analyses of raw materials, in-process inspections and quality control audits as well as the manufacture and packaging of products and the implementation of production procedures.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$12.02	\$10.50
New hires, experienced	\$9.50 to \$19.18	\$14.00
Three years with firm	\$11.00 to \$23.97	\$17.00

Other forms of compensation: Some responding employers (20%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	47%	47%	0%
Dental Insurance	40%	33%	7%
Vision Insurance	20%	20%	7%
Life Insurance	40%	20%	13%
Sick Leave	80%	7%	0%
Vacation	87%	7%	0%
Retirement Plan	40%	33%	20%
Child Care	7%	0%	0%

## WHERE THE JOBS ARE

Research and Development and Testing Services  
 Manufacturing - Drugs, Chemicals  
 Medical Laboratories  
 Agricultural Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
 None available

Gender ratio as reported by responding employers:  
 Male - 53%      Female - 47%

## OTHER INFORMATION

- Almost all responding employers (87%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (69%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (80%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Ability to learn new technical skills, possession of a bachelor's degree, good work ethic/self motivation, product knowledge, and supervisory skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Due to growth, employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 23

#### SOURCE OF FILLED VACANCIES

New positions ..... 57%  
 Temporary, on call, or seasonal positions ..... 22%  
 Employees leaving ..... 17%  
 Promotions ..... 4%

#### PRIMARY RECRUITMENT METHODS

Colleges/Universities ..... 67%  
 Employee referrals ..... 40%  
 In-house promotions or transfers ..... 40%  
 Newspaper ads ..... 40%  
 Internet ..... 27%  
 Private employment agencies ..... 27%



**EMPLOYER REQUIREMENTS****EXPERIENCE**

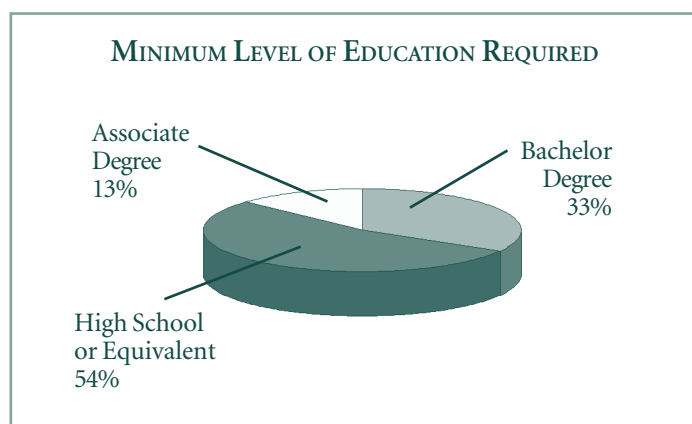
**Required – 47%**      **Preferred – 53%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 1 to 36 months or an average of 16 months. Other acceptable experience includes any industry research or scientific laboratory setting. Most of these employers (60%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 13%**      **Preferred - 27%**      **Not Required - 60%**

Required or preferred training ranges from 3 to 18 months or an average of 11 months. Training includes basic laboratory courses or biotechnology programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (67%) seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (70%)
- Data Base (60%)      • Desktop Publishing (10%)
- Other (20%) – Laboratory software.

**ADDITIONAL RESOURCES**

- Central Coast Biotechnology Center  
([www.ventura.cc.ca.us/depts/biotech](http://www.ventura.cc.ca.us/depts/biotech))
- Council for Biotechnology Information ([www.whybiotech.com](http://www.whybiotech.com))
- Employment Development Department, California Labor Market Information – Occupational Guide, No. 201, 2007  
([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 19-4021.00
- U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to perform routine laboratory procedures
- Ability to maintain accurate records
- Ability to maintain clean work environment
- Ability to observe and document safe practices
- Knowledge of quality assurance policies
- Knowledge of biological sciences
- Knowledge of chemistry
- Ability to analyze data to solve problems
- Equipment operation and control skills
- Ability to apply inventory control methods

**Physical**

- Able to stand continuously for 2 or more hours

**Personal or other**

- Ability to understand and follow instructions
- Ability to work as part of a team
- Ability to work independently
- Judgment and decision making skills
- Oral communication skills
- Reading and comprehension skills
- Effective writing skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 53%    Remain Stable – 47%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1990–2005**

The following information is from *Occupational Guide No. 201, California Projections of Employment* and represents the broad occupational group Physical, Life Science Techs, which includes Laboratory Assistant/Laboratory Technicians.

Estimated number of workers in 1990 .....	32,250
Estimated number of workers in 2005 .....	38,440
Projected Growth Percentage .....	19%
Estimated openings due to separations by 2005 .....	13,860

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Bus and Truck Mechanics and Diesel Engine Specialists

Employers Responded: 18 • Employees Covered: 131

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not applicable	
New hires, experienced		
Union	\$7.44 to \$28.89	\$17.07
Non-union	\$9.00 to \$18.00	\$14.00
Three years with firm		
Union	\$9.31 to \$28.89	\$18.70
Non-union	\$12.50 to \$23.00	\$19.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	72%	22%	0%
Dental Insurance	78%	17%	0%
Vision Insurance	72%	11%	0%
Life Insurance	56%	11%	6%
Sick Leave	72%	0%	0%
Vacation	83%	6%	6%
Retirement Plan	56%	39%	0%
Child Care	0%	6%	6%

## WHERE THE JOBS ARE

Trucking and Courier Services  
Truck Rental and Leasing  
Elementary and Secondary Schools  
School Buses

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (470 – 520)

Gender ratio as reported by responding employers:  
Male - 100%      Female - 0%

## OTHER INFORMATION

- Most responding employers (61%) reported that wages *are* subject to collective bargaining or union agreements.
- All employees work full-time, 46 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 11%  
Graveyard – 6%
- Most responding employers (61%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory and management skills, ability to schedule and keep records, and knowledge of equipment and firm.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not applicable		

*Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 31

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 49%  
New positions ..... 35%  
Promotions ..... 16%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 61%  
Newspaper ads ..... 61%  
Walk-in applicants ..... 44%  
In-house promotions or transfers ..... 33%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

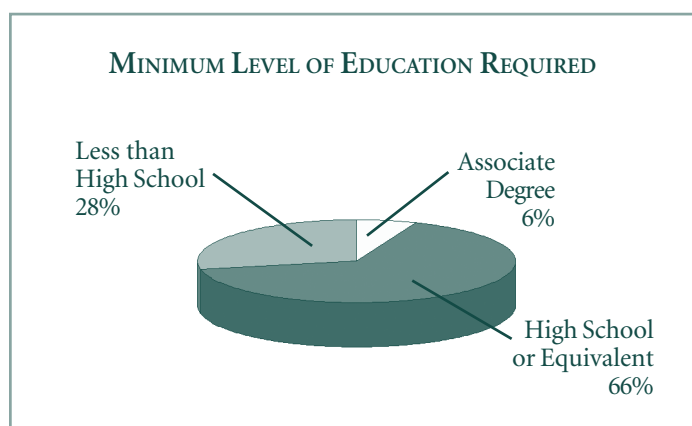
**Required – 100%**      **Preferred – 0%**      **Not Required – 0%**

Required experience in this occupation ranges from 12 to 60 months or an average of 27 months. Other acceptable experience listed by responding employers includes automotive service or repair. Many of these employers (56%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 22%**      **Preferred - 28%**      **Not Required - 50%**

Required or preferred training ranges from 6 to 36 months or an average of 15 months. Training includes diesel engine mechanic, mechanic, automotive courses, or union apprenticeship.

**DESIRED COMPUTER SOFTWARE SKILLS**

Some responding employers (22%) seek computer skills as follows:

- Word Processing (40%)      • Spreadsheet (20%)
- Data Base (40%)
- Other (80%) – Diagnostic and engine system testing programs, and industry related software.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to operate electronic diagnostic equipment
- Knowledge of hydraulics
- Shop math skills
- Ability to implement safe work practices
- Ability to use precision and power hand tools
- Welding skills
- Electrical and mechanical troubleshooting skills
- Ability to maintain shop and service records
- Ability to tune up diesel engines

**Personal or other**

- Pay close attention to detail
- Ability to work independently
- Willingness to work with close supervision
- Possession of a good Department of Motor Vehicle driving record
- Ability to read and follow instructions
- Oral communication skills
- Willingness to take a pre-employment drug test

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 28%    Remain Stable – 72%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 251 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 49-3031.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 130**  
     Due to growth – 50  
     Due to separations – 80

**Projected job growth rate for 7-year period:**  
     10.6% (Slower than average)  
     Average growth rate for all occupations - 17.3%

# Carpenters

Employers Responded: 18 • Employees Covered: 670

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not Applicable	
New hires, experienced		
Non-union	\$10.00 to \$21.50	\$17.00
Union	\$14.50 to \$28.50	\$22.19
Three years with firm		
Non-union	\$14.00 to \$25.00	\$22.50
Union	\$21.00 to \$29.75	\$27.44

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	35%	6%	6%
Dental Insurance	29%	0%	6%
Vision Insurance	29%	0%	6%
Life Insurance	29%	0%	0%
Sick Leave	6%	0%	0%
Vacation	41%	0%	0%
Retirement Plan	29%	12%	6%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Construction - Carpentry Work  
Residential Building Contractors  
Nonresidential Building Contractors

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Very large (1,790 – 2,400)

Gender ratio as reported by responding employers:  
Male - 99%      Female - 1%

## OTHER INFORMATION

- Some responding employers (22%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (83%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 6%
- Almost all responding employers (83%) promote their employees to higher level positions.
- Skills important for career advancement: Leadership/supervisory skills, knowledge of the trade/Journey person skills, project management/estimating skills, organizational skills, and computer skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not Applicable		

*Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 212

### SOURCE OF FILLED VACANCIES

New positions ..... 58%  
Employees leaving ..... 31%  
Temporary, on call, or seasonal positions ..... 11%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 78%  
Walk-in applicants ..... 67%  
Newspaper ads ..... 44%

## EMPLOYER REQUIREMENTS

## EXPERIENCE

**Required – 100%**      **Preferred – 0%**      **Not Required – 0%**

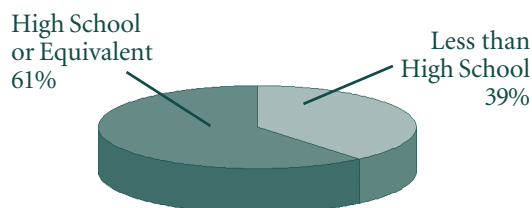
Required experience in this occupation ranges from 6 to 120 months or an average of 35 months. Other acceptable experience listed by responding employers includes other construction trade jobs or an apprenticeship program. Some of these employers (39%) will accept training as a substitute for experience.

## TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

**Required - 17%**      **Preferred - 6%**      **Not Required - 77%**

Required or preferred training ranges from 24 to 48 months or an average of 39 months. Training includes an apprenticeship program.

## MINIMUM LEVEL OF EDUCATION REQUIRED



## DESIRED COMPUTER SOFTWARE SKILLS

None required.

## IMPORTANT JOB QUALIFICATIONS AND SKILLS

## Technical

- Ability to implement safe work practices
- Ability to operate power tools
- Ability to read blueprints
- Problem identification skills
- Rough carpentry skills
- Knowledge of design
- Shop math skills
- Finish carpentry skills

## Physical

- Possession of agility and coordination
- Ability to perform strenuous, physically demanding work
- Ability to climb high places
- Ability to lift at least 50 lbs. repeatedly

## Personal or other

- Ability to pay close attention to detail
- Ability to read and follow instructions
- Willingness to work under close supervision
- Ability to provide own hand tools
- Ability to work independently
- Ability to work as a team
- Oral communication skills
- Ability to read and follow instructions
- Possession of a reliable vehicle
- Possession of a good DMV driving record

## PROJECTIONS

## RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 39%    Remain Stable – 50%    Decline – 11%

## ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 169 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 47-2031.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/oco/home.htm>)

EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 1,000

Due to growth – 610

Due to separations – 390

Projected job growth rate for 7-year period:

34.1% (Much faster than average)

Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198



# Child Care Workers

Employers Responded: 15 • Employees Covered: 124

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

**NOTE:** This occupation does not include preschool teachers. The summary on Teachers, Preschool is a different OES occupation (313030) and can be found on page 148.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$8.25	\$6.75
New hires, experienced	\$6.25 to \$9.27	\$7.50
Three years with firm	\$6.75 to \$12.87	\$10.00

Other forms of compensation: Some responding employers (20%) reported that they pay bonuses.

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	13%	0%	20%	0%	0%	0%
Dental Insurance	0%	0%	13%	0%	7%	0%
Vision Insurance	0%	0%	7%	7%	7%	0%
Life Insurance	13%	0%	7%	0%	0%	0%
Sick Leave	33%	13%	7%	0%	0%	0%
Vacation	40%	13%	7%	0%	0%	0%
Retirement Plan	7%	0%	13%	0%	0%	0%
Child Care	20%	7%	7%	13%	7%	0%

## WHERE THE JOBS ARE

Child Day Care Services  
Miscellaneous Amusement, Recreation Services  
Civic and Social Associations

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (1,260 – 1,480)

Gender ratio as reported by responding employers:  
Female - 85% Male - 15%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (40%) work full-time, 30 hours per week weighted average and some employees (20%) work full-time, 39 hours per week weighted average. Some employees (35%) work part-time, 19 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 7%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Possession of Early Childhood Education units, willingness to assume responsibility, reliability and dependability.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	○	●
Inexperienced	○	●	○

*Employers who pay higher wages encounter little difficulty in finding qualified experienced workers. Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 55

### SOURCE OF FILLED VACANCIES

New positions ..... 42%  
Employees leaving ..... 40%  
Temporary, on call, or seasonal positions ..... 11%  
Promotions ..... 7%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 73%  
Newspaper ads ..... 60%  
Walk-in applicants ..... 47%

## EMPLOYER REQUIREMENTS

### EXPERIENCE

**Required – 13%**      **Preferred – 60%**      **Not Required – 27%**

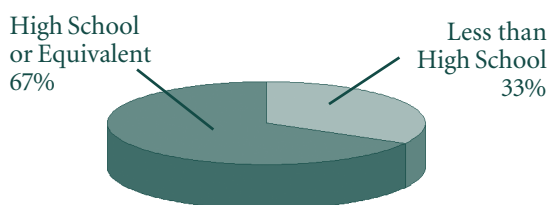
Required or preferred experience in this occupation ranges from 1 to 24 months or an average of 7 months. Other acceptable experience listed by responding employers includes baby-sitting or child-related services. Many of these employers (45%) will accept training as a substitute for experience.

### TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

**Required - 13%**      **Preferred - 13%**      **Not Required - 74%**

Required or preferred training ranges from 1 to 12 months or an average of 5 months. Training includes CPR and first aid certificate, or Early Childhood Education units.

### MINIMUM LEVEL OF EDUCATION REQUIRED



### DESIRED COMPUTER SOFTWARE SKILLS

Some responding employers (27%) seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (25%)

## IMPORTANT JOB QUALIFICATIONS AND SKILLS

### Technical

- Knowledge of early childhood development
- Ability to administer emergency first aid
- Problem solving skills
- Oral reading skills
- Possession of a Cardiopulmonary Resuscitation (CPR) certificate
- Preschool child care skills
- Trained in first aid techniques
- Written communication skills

### Physical

- Good health and physical stamina
- Ability to stand continuously for 2 or more hours
- Ability to lift at least 40 lbs. repeatedly

### Personal or other

- Ability to exercise patience
- Ability to handle crisis situations
- Ability to work independently
- Oral communication skills
- Possession of a clean police record
- Ability to read and follow instructions
- Willingness to work under close supervision
- Ability to work under pressure

## PROJECTIONS

### RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 27%    Remain Stable – 73%    Decline – 0%

## ADDITIONAL RESOURCES

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 505 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 39-9011.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

### EMPLOYMENT DEVELOPMENT DEPARTMENT OCCUPATIONAL FORECAST 1999–2006

Projected job openings for 7-year period: 310  
 Due to growth – 220  
 Due to separations – 90

Projected job growth rate for 7-year period:  
 17.5% (Average)  
 Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Civil Engineers

Employers Responded: 17 • Employees Covered: 89

Civil Engineers perform a variety of engineering work in planning, designing and overseeing construction and maintenance of structure and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes Traffic Engineers who specialize in studying vehicular and pedestrian conditions.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$15.34 to \$22.60	\$17.02
New hires, experienced	\$16.78 to \$31.10	\$21.58
Three years with firm	\$21.10 to \$36.63	\$24.82

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	47%	47%	6%
Dental Insurance	41%	29%	18%
Vision Insurance	29%	24%	12%
Life Insurance	65%	6%	6%
Sick Leave	65%	18%	6%
Vacation	82%	12%	6%
Retirement Plan	65%	12%	12%
Child Care	6%	0%	12%

## WHERE THE JOBS ARE

Engineering Services  
Local Government  
Federal Government  
Telephone Communications

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
Medium (480 – 520)

Gender ratio as reported by responding employers:  
Male - 88% Female - 12%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (47%) promote their employees to higher level positions.
- Skills and qualification important for career advancement: Continuing education for Professional Engineer license, supervisory and project management skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants encounter little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 24

#### SOURCE OF FILLED VACANCIES

Promotions ..... 42%  
New positions ..... 33%  
Employees leaving ..... 25%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 65%  
Employee referrals ..... 35%  
Trade journals ..... 29%

## EMPLOYER REQUIREMENTS

### EXPERIENCE

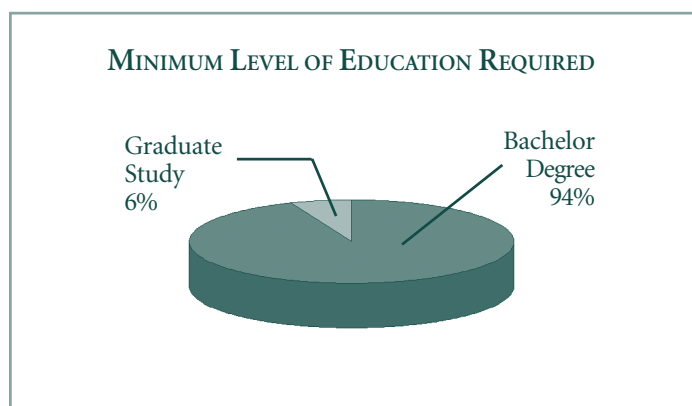
**Required – 64%**      **Preferred – 24%**      **Not Required – 12%**

Required or preferred experience in this occupation ranges from 3 to 60 months or an average of 36 months. Some of these employers (20%) will accept training as a substitute for experience.

### TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

**Required – 0%**      **Preferred – 0%**      **Not Required – 100%**

Training is included in Minimum Level of Education Required. All responding employers require a bachelor's degree with major course work in civil engineering or a related field.



### LEGALLY MANDATED REQUIREMENTS

Registration for Professional Engineers is required of all consulting Civil Engineers and those responsible for approving plans, specifications and reports. Licensing requirements include six years of experience; graduation from an approved engineering curriculum will provide credit for 4 of the 6 years. Civil applicants must take an additional examination on seismic principles and engineering surveying principles. – *California License Handbook, 5th Edition 1997, pages 66 and 67; California Occupational Guide No. 39*

### DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- Word Processing (71%)      • Spreadsheet (65%)
- Data Base (35%)      • Desktop Publishing (6%)
- Other (71%) — AutoCAD and CAD.

## ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 39* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 17-2051.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

## IMPORTANT JOB QUALIFICATIONS AND SKILLS

### Technical

- Ability to apply principles of hazardous and toxic waste disposal
- Knowledge of hydraulics
- Report writing skills
- Ability to apply principles of transportation facility design
- Ability to apply principles of structural building design
- Cost estimating skills
- Surveying skills
- Computer assisted design (CAD) skills
- Engineering programming skills
- Civil Engineer registration
- Ability to calculate weight, volume, stress factors
- Ability to perform advanced mathematical computations
- Analytical skills

### Personal or other

- Organizational skills
- Willingness to work with close supervision
- Willingness to travel
- Willingness to work overtime
- Ability to work independently
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

## PROJECTIONS

### RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow - 41%    Remain Stable - 59%    Decline - 0%

### EMPLOYMENT DEVELOPMENT DEPARTMENT OCCUPATIONAL FORECAST 1999–2006

**Projected job openings for 7-year period: 110**

Due to growth – 40

Due to separations – 70

**Projected job growth rate for 7-year period:**

8.3% (Slower than average)

Average growth rate for all occupations - 17.3%

# Computer Aided Design (CAD) Technicians

Employers Responded: 19 • Employees Covered: 84

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawing.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$14.38	\$10.00
New hires, experienced	\$11.51 to \$19.18	\$14.00
Three years with firm	\$13.90 to \$25.00	\$19.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	42%	47%	0%
Dental Insurance	37%	37%	5%
Vision Insurance	37%	32%	16%
Life Insurance	53%	16%	5%
Sick Leave	58%	0%	0%
Vacation	84%	0%	0%
Retirement Plan	37%	37%	11%
Child Care	5%	0%	0%

## WHERE THE JOBS ARE

BASED ON 1999 SURVEY

Manufacturing  
Drafting Services  
Engineering Services  
Industrial Machinery, NEC  
Architectural Engineering Service

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
None available.

Gender ratio as reported by responding employers:  
Male - 87% Female - 13%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (94%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (89%) promote their employees to higher level positions.
- Skills important for career advancement:  
Keeping up-to-date with software programs;  
management, supervisory, or organizational skills; and willingness to learn.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and qualified applicants encounter little competition in their job search.*

### Hired in the Past 12 Months: 17

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 53%  
New positions ..... 35%  
Promotions ..... 12%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 67%  
Newspaper ads ..... 50%  
School/program referrals ..... 39%



**EMPLOYER REQUIREMENTS****EXPERIENCE**

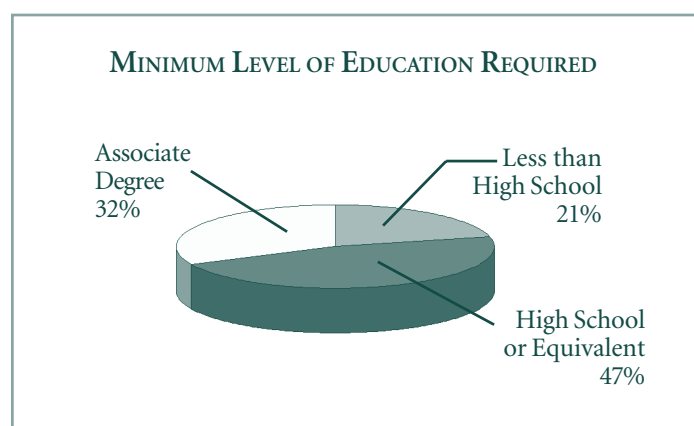
**Required – 74%**      **Preferred – 26%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 20 months. Other acceptable experience listed by responding employers includes drafting. Many of these employers (58%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required – 53%**      **Preferred – 37%**      **Not Required – 10%**

Required or preferred training ranges from 6 to 36 months or an average of 16 months. Training includes CAD, AutoCAD, architecture, design, or drafting programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (58%)      • Spreadsheet (47%)
- Data Base (26%)      • Desktop Publishing (32%)
- Other (100%)

Skills include AutoCAD, Word, CAD, E-mail, Internet, Excel, PowerPoint, Access, Adobe PhotoShop, Novell, MS-DOS, Adobe Illustrator, Adobe PageMaker, Corel Draw, Gibbs, HTML, Pro E, and SolidWorks.

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 210, 338, 2004B* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- *O\*Net* (<http://online.onetcenter.org>), SOC Code 17-3011.00, 17-3011.01, 17-3011.02, 17-3013.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS AS REPORTED IN THE CALIFORNIA OCCUPATIONAL GUIDE 2004B****Technical**

- Drafting and design skills
- Knowledge of automated systems
- Knowledge of basic engineering principles
- Knowledge of Computer-integrated Manufacturing (CIM)
- Ability to adapt to changing technologies
- Advanced math skills
- Ability to use tools
- Abstract reasoning skills
- Creative thinking skills
- Mechanical ability
- Problem solving skills
- Ability to perform multiple and varied tasks

**Personal or other**

- Willingness to work under close supervision
- Ability to concentrate
- Manual dexterity
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow - 42%    Remain Stable - 58%    Decline - 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

*For training providers in this occupation see the Training Provider Directory starting on page 170*

# Computer Network Technicians

Employers Responded: 17 • Employees Covered: 58

Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$10.00 to \$17.50	\$17.36
Union	Not applicable	
New hires, experienced		
Non-union	\$11.51 to \$21.10	\$16.78
Union	\$13.83 to \$18.38	\$16.91
Three years with firm		
Non-union	\$14.38 to \$25.00	\$19.18
Union	\$16.28 to \$21.27	\$20.04

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	47%	47%	0%
Dental Insurance	47%	41%	0%
Vision Insurance	41%	24%	12%
Life Insurance	82%	6%	0%
Sick Leave	94%	6%	0%
Vacation	100%	0%	0%
Retirement Plan	47%	35%	12%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

BASED ON 1999 SURVEY

Government  
Education  
Telephone Communications  
Business Services  
Banking Institutions  
Research and Testing Services

## SIZE OF OCCUPATION

EDD estimated *California* occupation size 1990–2005:  
Very large (6,050 - 11,660 employees)\*

Gender ratio as reported by responding employers:  
Male - 86% Female - 14%

## OTHER INFORMATION

- Some responding employers (24%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 6%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills important for career advancement: Continuing education, keeping current with upgrades and new technology, knowledge of network management, and supervisory skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Due to growth and new positions, employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 26

### SOURCE OF FILLED VACANCIES

New positions ..... 46%  
Employees leaving ..... 42%  
Promotions ..... 8%  
Temporary, on call, or seasonal positions ..... 4%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 82%  
Employee referrals ..... 59%  
Internet ..... 53%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

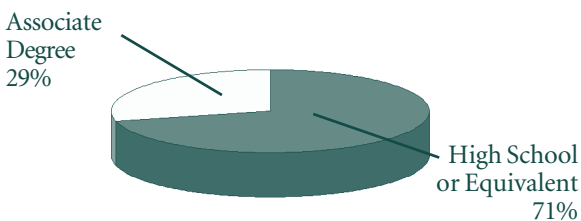
**Required – 82%**      **Preferred – 18%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 22 months. Many of these employers (47%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required – 47%**      **Preferred – 35%**      **Not Required – 18%**

Required or preferred training ranges from 6 to 24 months or an average of 16 months. Training includes computer science, network related programs, Microsoft certification, or other application certification.

**MINIMUM LEVEL OF EDUCATION REQUIRED****LEGALLY MANDATED REQUIREMENTS**

FCC license required for Wide Area Network Technicians. — *EDD Emerging Occupations Guide, 2001A, Network Control Technicians*

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (100%)
- Data Base (94%)      • Desktop Publishing (41%)
- Other (100%)

Skills include E-mail, Excel, Word, Windows NT, Internet, Access, Novell, PowerPoint, MS-DOS, PC Anywhere, Lotus, UNIX, Windows for Workgroups, dBase, WordPerfect, Adobe PageMaker, Adobe PhotoShop, HTML, Adobe Illustrator, Corel Draw, Filemaker Pro, Java, Oracle, and Linux. Some software programs may only require installation knowledge.

**ADDITIONAL RESOURCES**

- \*Employment Development Department, California Labor Market Information – Emerging Occupational Guide, No. 2001A ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS**

Taken from EDD California Emerging Occupations Guide 2001A, Network Control Technician and LAN/WAN Network Managers:

**Technical**

- Up-to-date knowledge of at least one brand of LAN/WAN software, hardware, and operating system
- Ability to communicate technical information to non-technically trained users
- Knowledge in network-related software
- Mechanical aptitude
- Ability to keep accurate repair and troubleshooting logs
- Ability to keep accurate records of equipment registration information
- Ability to use operating manuals
- Ability to analyze data to solve problems

**Personal or other**

- Willingness to work with close supervision
- Ability to work independently
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow - 71%    Remain Stable - 29%    Decline - 0%

**CALIFORNIA PROJECTED JOB OUTLOOK 1990–2005\***

The following figures reflect *California* employment projections for the broad group Computer Scientists which includes Network Control Technicians.

Projected job openings for 15-year period: 6,750  
     Due to growth - 5,610  
     Due to separations - 1,140  
 Projected job growth: Much faster than average

# Computer Support Specialists

Employers Responded: 15 • Employees Covered: 98

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$14.38	\$12.70
New hires, experienced	\$10.44 to \$23.44	\$18.03
Three years with firm	\$11.40 to \$27.91	\$21.31

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	47%	0%
Dental Insurance	40%	40%	7%
Vision Insurance	20%	47%	0%
Life Insurance	53%	33%	0%
Sick Leave	93%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	27%	40%	13%
Child Care	0%	13%	7%

## WHERE THE JOBS ARE

Computer and Computer Software Stores  
 Research and Testing Services  
 Electronic Components and Accessories  
 Colleges and Universities  
 Telephone Communications

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
 Large (860 – 1,330)

Gender ratio as reported by responding employers:  
 Male - 56% Female - 44%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 7%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Understanding of Management Information Systems (MIS), knowledge of network administration, and the possession of a software or manufacturer's certificate.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 24

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 50%  
 New positions ..... 33%  
 Promotions ..... 13%  
 Temporary, on call, or seasonal positions ..... 4%

#### PRIMARY RECRUITMENT METHODS

Newspaper Ads ..... 67%  
 Internet ..... 53%  
 Private Employment Agencies ..... 47%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

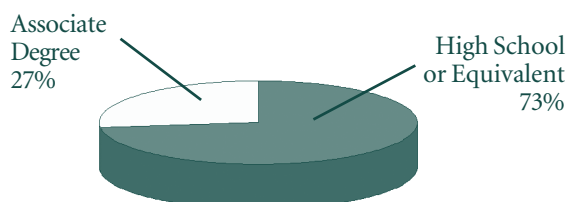
**Required – 80%**      **Preferred – 20%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 3 to 36 months or an average of 18 months. Other acceptable experience listed by responding employers includes computer related positions. Many of these employers (53%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required – 33%**      **Preferred – 20%**      **Not Required – 47%**

Required or preferred training ranges from 6 to 24 months or an average of 11 months. Training includes software applications, certification programs, or computer technician courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (93%)
- Data Base (93%)      • Desktop Publishing (47%)
- Other (73%)

Skills include Word, Access, Excel, MS Office, industry programs, the Internet, and Windows environment.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to identify software errors or diagnostic messages
- Ability to read and comprehend technical information
- Ability to troubleshoot
- Ability to use operating manuals
- Ability to utilize good teaching techniques
- Ability to write effectively
- Knowledge of computer hardware and operating systems
- Knowledge of software applications
- Problem solving skills
- Record keeping skills
- Understanding of local area networks (LAN)
- Understanding of wide area networks (WAN)

**Personal or other**

- Ability to communicate with computer literate staff
- Ability to communicate technical information to non-technical staff
- Ability to work independently
- Ability to write legibly
- Ability to work under pressure
- Basic math skills
- Customer service skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow - 40%    Remain Stable - 60%    Decline - 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 520**

Due to growth – 470

Due to separations – 50

**Projected job growth rate for 7-year period:**

54.7% (Much faster than average)

Average growth rate for all occupations - 17.3%

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 15-1041.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

For training providers in this occupation see the Training Provider Directory starting on page 170



# Data Processing Equipment Repairers

Employers Responded: 15 • Employees Covered: 181

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Equipment Repairers.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.00 to \$10.00	\$8.00
New hires, experienced	\$9.00 to \$13.34	\$10.00
Three years with firm	\$10.70 to \$20.00	\$14.00

Few responding employers reported that after 3 years with the firm, Service Technicians, with certification from major manufacturers, can make up to \$25.57 an hour.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	47%	53%	0%
Dental Insurance	27%	27%	7%
Vision Insurance	13%	7%	7%
Life Insurance	27%	13%	0%
Sick Leave	53%	20%	0%
Vacation	73%	20%	0%
Retirement Plan	20%	20%	7%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Computer Maintenance and Repairs  
 Computer and Software Stores  
 Telephone and Telegraph Apparatus  
 Computer Integrated Systems Design

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
 Small/Medium (340 – 420)

Gender ratio as reported by responding employers:  
 Male - 81% Female - 19%

## OTHER INFORMATION

- All responding employers reported that wages are *not* subject to collective bargaining or union agreements.
- Almost all employees (97%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 7%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Continuing education and training or manufacturers' certification.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Due to growth, employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and qualified applicants encounter little competition in their job search.*

**Hired in the Past 12 Months:** 59

### SOURCE OF FILLED VACANCIES

New positions ..... 49%  
 Employees leaving ..... 41%  
 Promotions ..... 10%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 80%  
 Newspaper ads ..... 47%  
 School/program referrals ..... 40%  
 Walk-in applicants ..... 40%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

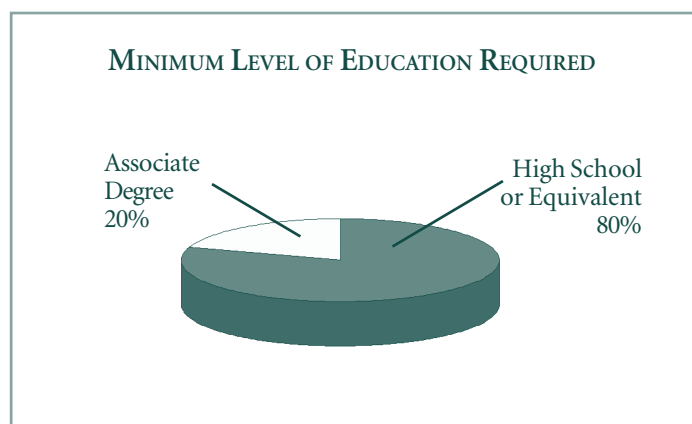
**Required – 40%**      **Preferred – 60%**      **Not Required – 0%**

Required or preferred experience ranges from 6 to 24 months or an average of 14 months. Most of these employers (67%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required – 40%**      **Preferred – 27%**      **Not Required – 33%**

Required or preferred training ranges from 1 to 24 months or an average of 12 months. Training includes Electronic Technologist certification equivalent to an AA degree, manufacturers or A+ certification programs, and other computer science or technology related programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- ☛ Word Processing (67%)      ☛ Spreadsheet (40%)
- ☛ Data Base (47%)      ☛ Desktop Publishing (7%)
- ☛ Other (100%)

Skills include Word, Windows environment, Novell, E-mail, Internet, Excel, MS-DOS, UNIX, Access, PC Anywhere, Linux, Lotus, PowerPoint, and Quickbooks.

**ADDITIONAL RESOURCES**

- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 210, 388, 2004B* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *O\*Net* (<http://online.onetcenter.org>), SOC Code 49-2011.02
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to use analog computers
- ☛ Ability to use digital computers
- ☛ Ability to operate electronics testing equipment
- ☛ Knowledge of EDP systems engineering
- ☛ Ability to use diagnostic programs
- ☛ Ability to operate peripheral equipment
- ☛ Record keeping skills
- ☛ Knowledge of mainframe hardware and operating systems
- ☛ Knowledge of microcomputer hardware and operating systems
- ☛ Knowledge of minicomputer hardware and operating systems
- ☛ Possession of valid driver's license
- ☛ Ability to write effectively
- ☛ Problem solving skills

**Personal or other**

- ☛ Possession of reliable vehicle
- ☛ Willingness to work with close supervision
- ☛ Public contact skills
- ☛ Ability to work independently
- ☛ Basic math skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow - 60%    Remain Stable - 33%    Decline - 7%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 120**

Due to growth – 80

Due to separations – 40

**Projected job growth rate for 7-year period:**

23.5% (Faster than average)

Average growth rate for all occupations - 17.3%

# Database Administrators

Employers Responded: 16 • Employees Covered: 119

Data Base Administrators coordinate physical changes to computer data bases and Code, test, and implement the data base applying knowledge of data base management systems. May design logical and physical data bases and coordinate data base development as part of a project team.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$14.92 to \$16.78	\$15.85
New hires, experienced	\$15.00 to \$31.64	\$22.30
Three years with firm	\$19.45 to \$43.27	\$26.89

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	31%	63%	0%
Dental Insurance	19%	69%	0%
Vision Insurance	31%	31%	6%
Life Insurance	69%	25%	0%
Sick Leave	75%	13%	0%
Vacation	81%	13%	0%
Retirement Plan	38%	44%	13%
Child Care	0%	6%	6%

## WHERE THE JOBS ARE

Government  
Engineering and Architectural Services  
Computer and Data Processing Services  
Colleges and Universities  
Miscellaneous Business Services  
Electronic Components and Accessories  
Communications

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (160 – 210)

Gender ratio as reported by responding employers:  
Male - 63%      Female - 37%

## OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (63%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, technical skills, and leadership.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Due to growth, employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 12

#### SOURCE OF FILLED VACANCIES

New positions ..... 50%  
Employees leaving ..... 42%  
Promotions ..... 8%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 63%  
Internet ..... 63%  
Newspaper ads ..... 56%  
In-house promotions or transfers ..... 38%

## EMPLOYER REQUIREMENTS

### EXPERIENCE

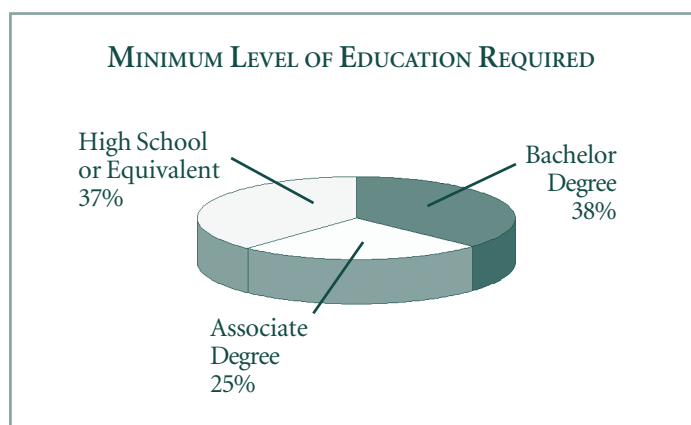
**Required – 87%**      **Preferred – 13%**      **Not Required – 0%**

Required or preferred training ranges from 12 to 96 months or an average of 31 months. Other acceptable experience listed by responding employers includes computer related occupations and in-house positions. Few of these employers (13%) will accept training as a substitute for experience.

### TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

**Required - 24%**      **Preferred - 38%**      **Not Required - 38%**

Required or preferred training ranges from 3 to 12 months or an average of 9 months. Training includes database programs, certified computer programs, or other related computer applications.



### DESIRED COMPUTER SOFTWARE SKILLS

All responding employers seek computer skills as follows:

- Word Processing (63%)      • Spreadsheet (50%)
- Data Base (94%)      • Other (75%)

Skills include Access, industry related databases, Oracle, SQL, Unix, AS400, and Visual Basic.

## ADDITIONAL RESOURCES

- O\*Net (<http://online.onetcenter.org>), SOC Code 15-1061.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/oco/home.htm>)

## IMPORTANT JOB QUALIFICATIONS AND SKILLS

### Technical

- Ability to apply database management principles
- Problem solving skills
- Ability to communicate technical information to non-technical staff
- Database programming skills
- Ability to edit and debug database programs
- Ability to read and comprehend instructions
- Information organization skills
- Ability to plan and coordinate security systems
- Ability to write effectively
- Business math skills

### Personal or other

- Ability to pay close attention to detail
- Ability to work as part of a team
- Ability to think logically
- Ability to work independently
- Good judgment and decision making skills
- Ability to work under pressure
- Oral communication skills

## PROJECTIONS

### RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 19%      Remain Stable – 75%      Decline – 6%

### EMPLOYMENT DEVELOPMENT DEPARTMENT OCCUPATIONAL FORECAST 1999–2006

**Projected job openings for 7-year period: 70**  
 Due to growth – 50  
 Due to separations – 20

**Projected job growth rate for 7-year period:**  
 31.3% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

# Dental Hygienists

Employers Responded: 15 • Employees Covered: 49

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$30.00 to \$37.50	\$33.25
New hires, experienced	\$30.00 to \$38.00	\$35.00
Three years with firm	\$34.38 to \$40.63	\$37.50

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	0%	7%	7%	0%	7%
Dental Insurance	27%	27%	27%	40%	0%	7%
Vision Insurance	13%	0%	0%	0%	0%	7%
Life Insurance	20%	0%	0%	0%	0%	7%
Sick Leave	13%	0%	0%	0%	0%	0%
Vacation	27%	13%	0%	0%	0%	0%
Retirement Plan	13%	7%	13%	7%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

## WHERE THE JOBS ARE

Offices and Clinics of Dentists

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (320 – 350)

Gender ratio as reported by responding employers:  
Female - 100%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (65%) work part-time, 17 hours per week weighted average. Some employees (31%) work full-time, 31 to 37 hours per week weighted average.
- Shifts worked: Day – 100%
- None of the responding employers promote their employees to higher level positions.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 21

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 43%  
Temporary, on call, or seasonal positions ..... 38%  
New positions ..... 19%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 67%  
Employee referrals ..... 60%  
School, program referrals ..... 47%  
Other - Dental Society ..... 47%

## EMPLOYER REQUIREMENTS

### EXPERIENCE

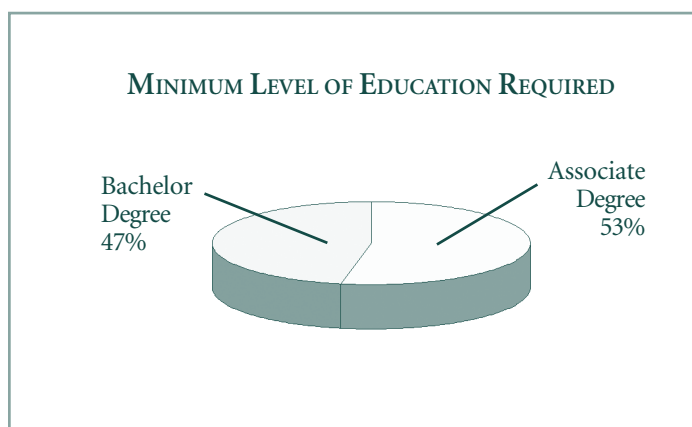
**Required – 20%**      **Preferred – 40%**      **Not Required – 40%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 13 months. Other acceptable experience listed by responding employers includes Dental Assistant. Many of these employers (44%) will accept training as a substitute for experience.

### TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

**Required - 100%**      **Preferred - 0%**      **Not Required - 0%**

All responding employers require 24 months of training. Training includes Dental Hygienist licensing program.



### LEGALLY MANDATED REQUIREMENTS

Dental Hygienists must be licensed in California. Registration requires graduation from a Board-approved dental hygiene program and the passing of Board examinations. — *California License Handbook, August 1999*

### DESIRED COMPUTER SOFTWARE SKILLS

Some responding employers (33%) seek computer skills as follows:

- Word Processing (40%)
- Other (100%) – Various dental databases and imaging programs.

## IMPORTANT JOB QUALIFICATIONS AND SKILLS

### Technical

- Possession of a Dental Hygienist License
- Possession of a Radiation Safety Certificate
- Record keeping skills
- Knowledge of anesthesiology

### Physical

- Arm-hand steadiness
- Manual dexterity
- Near vision (may be corrective)
- Able to sit continuously for 2 or more hours

### Personal or other

- Good judgment and decision making skills
- Social/People skills
- Oral communication
- Pay close attention to detail
- Ability to work independently
- Ability to tolerate stress
- Ability to perform routine, repetitive work
- Reading and comprehension skills
- Writing skills

## PROJECTIONS

### RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 47%      Remain Stable – 53%      Decline – 0%

### EMPLOYMENT DEVELOPMENT DEPARTMENT OCCUPATIONAL FORECAST 1999–2006

**Projected job openings for 7-year period: 80**

Due to growth – 30

Due to separations – 50

**Projected job growth rate for 7-year period:**

9.4% (Slower than average)

Average growth rate for all occupations - 17.3%

## ADDITIONAL RESOURCES

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 155 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 29-2211.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)



# Desktop Publishing – Graphic Designers

Employers Responded: 15 • Employees Covered: 63

Desktop Publishing-Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$18.50	\$12.17
New hires, experienced	\$10.00 to \$22.00	\$15.00
Three years with firm	\$15.00 to \$24.00	\$18.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	33%	60%	0%
Dental Insurance	20%	27%	20%
Vision Insurance	13%	33%	7%
Life Insurance	27%	13%	7%
Sick Leave	73%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	40%	27%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Printing, Publishing, and Allied Industries  
Commercial Art and Graphic Design  
Marketing and Advertising

## SIZE OF OCCUPATION

EDD estimated *California* occupation size 1998–2008, taken from Occupational Guide 86:  
2,400 – 4,700 employees

Gender ratio as reported by responding employers:  
Male - 51%      Female - 49%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 93%    Swing 20%  
Graveyard – 13%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills and knowledge of film to print processing and four color processing.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 15

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 67%  
New positions ..... 20%  
Promotions ..... 13%

#### PRIMARY RECRUITMENT METHODS

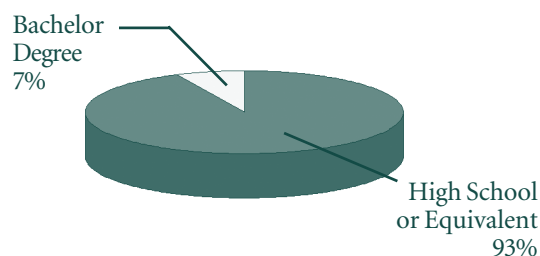
Newspaper ads ..... 73%  
Employee referrals ..... 60%  
In-house promotions or transfers ..... 33%  
Walk-in applicants ..... 33%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 73%****Preferred – 27%****Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 36 months or an average of 23 months. Most of these employers (60%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 60%****Preferred - 40%****Not Required - 0%**

Required or preferred training ranges from 3 to 24 months or an average of 10 months. Training includes desktop publishing software, graphic design, PhotoShop, and Macintosh operating system.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (60%)
- Spreadsheet (13%)
- Data Base (27%)
- Desktop Publishing (87%)
- Other (100%)

Skills include PhotoShop, PageMaker, Illustrator, Quark, Freehand, Macintosh operating system, and Word.

**ADDITIONAL RESOURCES**

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 86 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 43-9031.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to interview and understand various audiences
- Ability to select appropriate design styles
- Ability to use graphic software
- Knowledge of computer painting and drawing tools
- Knowledge of image scanning and manipulation
- Knowledge of Macintosh operating system
- Knowledge of Windows PC operating system
- Layout and detail skills
- Proofreading skills
- Understanding of color theory
- Understanding of composition
- Understanding of printing processes

**Physical**

- Manual dexterity
- Possession of good color perception

**Personal or other**

- Ability to meet deadlines
- Ability to work independently
- Imagination and creativity
- Willingness to keep up with design trends
- Willingness to work under close supervision

**New skills needed as reported by responding employers**

- Knowledge of computer to plate technology and digital proofing.

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 60%    Remain Stable – 40%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1998–2008**

The following figures reflect *California* employment projections as taken from Occupational Guide No. 89 for Desktop Publishing Specialists.

Projected job openings for 10-year period: 2,300

Due to growth – 1,700

Due to separations – 600

Projected job growth rate for 10-year period: 95.8%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Dietitians and Nutritionists

Employers Responded: 15 • Employees Covered: 40

Dietitians and Nutritionists organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. They may administer activities of department providing quantity food service. They may plan, organize, and conduct programs in nutritional research.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.92 to \$16.02	\$15.81
New hires, experienced	\$7.11 to \$30.00	\$17.25
Three years with firm	\$13.81 to \$40.00	\$19.25

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	60%	0%
Dental Insurance	13%	47%	7%
Vision Insurance	13%	40%	0%
Life Insurance	40%	33%	0%
Sick Leave	73%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	20%	27%	13%
Child Care	0%	0%	7%

## WHERE THE JOBS ARE

Hospitals  
Skilled Nursing Care Facilities

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (130 – 130)

Gender ratio as reported by responding employers:  
Female - 97%    Male - 3%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Most employees (60%) work full-time, 40 hours per week weighted average. Some employees (35%) work part-time, 19 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory or management skills, skills required to obtain certification as a registered Dietitian, clinical skills, and good communication skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 14

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 65%  
Temporary, on call, or seasonal positions ..... 21%  
Promotions ..... 14%

#### PRIMARY RECRUITMENT METHODS

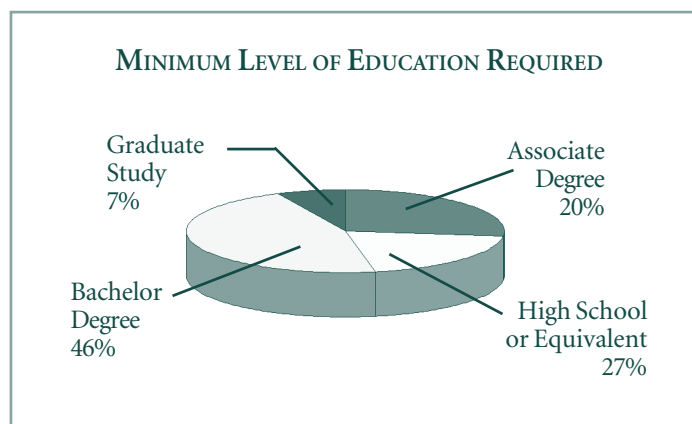
Newspaper ads ..... 80%  
Employee referrals ..... 60%  
In-house promotions or transfers ..... 33%  
Walk-in applicants ..... 33%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 67%****Preferred – 20%****Not Required – 13%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 12 months. Other acceptable experience listed by responding employers includes food service occupations. Many of these employers (54%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required – 74%****Preferred – 13%****Not Required – 13%**

Required or preferred training ranges from 3 to 36 months or an average of 15 months. Training includes internship for registration or a food service program required for certification.

**LEGALLY MANDATED REQUIREMENTS**

Unregistered persons are permitted to practice the profession. Registration in California is an entitlement law which protects use of the title by individuals not meeting state-mandated qualifications. – [www.cdrnet.org](http://www.cdrnet.org)

**DESIRED COMPUTER SOFTWARE SKILLS**

Some responding employers (27%) seek computer skills as follows:

- ☛ Word Processing (50%)      ☛ Spreadsheet (50%)
- ☛ Data Base (25%)
- ☛ Other (100%) – Occupational related software.

**ADDITIONAL RESOURCES**

- ☛ American Dietetic Association ([www.eatright.org](http://www.eatright.org))
- ☛ Commission on Dietetic Registration ([www.cdrnet.org](http://www.cdrnet.org))
- ☛ Employment Development Department, California Labor Market Information – Occupational Guide, No. 98 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 29-1031.00
- ☛ U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/oco/home.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to teach principles of food and nutrition
- ☛ Ability to modify menus because of dietary restrictions
- ☛ Ability to plan and organize the work of others
- ☛ Ability to plan and organize training programs
- ☛ Ability to follow safe work practices
- ☛ Counseling skills
- ☛ Menu planning skills
- ☛ Nutrition research skills
- ☛ Food buying skills
- ☛ Food preparation skills
- ☛ Institutional cooking skills

**Physical**

- ☛ Possess an excellent sense of color, taste and smell
- ☛ Ability to stand for prolonged periods of time
- ☛ Possess good health and stamina

**Personal or other**

- ☛ Public contact skills
- ☛ Oral communication skills
- ☛ Ability to deal effectively with individuals
- ☛ Ability to work independently
- ☛ Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 13%    Remain Stable – 87%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006****Projected job openings for 7-year period: 20**

Due to growth – 0

Due to separations – 20

**Projected job growth rate for 7-year period:**

0% (Remain stable)

Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Dispatchers—except Police, Fire, and Ambulance

Employers Responded: 16 • Employees Covered: 79

Dispatchers, except Police, Fire, and Ambulance schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$14.38	\$8.98
New hires, experienced	\$7.50 to \$17.43	\$12.21
Three years with firm	\$9.50 to \$21.79	\$14.08

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	38%	19%
Dental Insurance	25%	38%	31%
Vision Insurance	31%	31%	13%
Life Insurance	38%	0%	19%
Sick Leave	63%	0%	0%
Vacation	81%	13%	0%
Retirement Plan	25%	25%	0%
Child Care	0%	0%	0%

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

## WHERE THE JOBS ARE

Miscellaneous Business Services  
Telephone Communications

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (560 – 660)

Gender ratio as reported by responding employers:  
Male - 76%      Female - 24%

## OTHER INFORMATION

- ☞ All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- ☞ Almost all employees (91%) work full-time, 43 hours per week weighted average.
- ☞ Shifts worked: Day – 94%      Swing – 31%  
Graveyard – 25%
- ☞ Almost all responding employers (81%) promote their employees to higher level positions.
- ☞ Skills important for career advancement: Management and supervisory skills, responsible and dependable, computer skills, willingness to learn, and knowledge of the company.

### HIRED IN THE PAST 12 MONTHS: 31

#### SOURCE OF FILLED VACANCIES

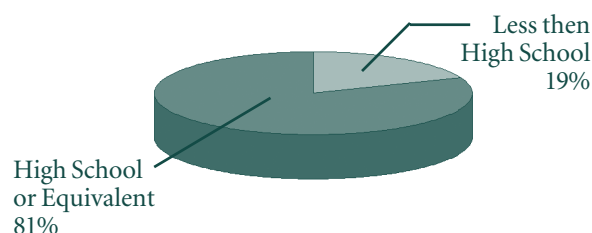
New positions ..... 43%  
Employees leaving ..... 32%  
Promotions ..... 19%  
Temporary, on call, or seasonal positions ..... 6%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 88%  
In-house promotions or transfers ..... 75%  
Employee referrals ..... 69%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 19%****Preferred – 75%****Not Required – 6%**

Required or preferred experience in this occupation ranges from 3 to 12 months or an average of 8 months. Other acceptable experience listed by responding employers includes industry related positions or Receptionist. Most of these employers (60%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 0%****Preferred - 0%****Not Required - 100%****MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (88%) seek computer skills as follows:

- Word Processing (57%)      • Spreadsheet (29%)
- Data Base (43%)
- Other (43%) – Industry related software.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to assess emergency situations and set priorities quickly
- Ability to write effectively
- Alphabetic and numeric filing skills
- Knowledge of local streets
- Map reading skills
- Record keeping skills
- Telecommunication skills
- Time management skills

**Physical**

- Good hearing

**Personal or other**

- Ability to give oral instructions
- Ability to interact well with others
- Ability to make decisions
- Ability to pay close attention to detail
- Ability to read and follow instructions
- Ability to work independently
- Ability to work under pressure
- Basic math skills
- Organizational skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 44%    Remain Stable – 56%    Decline – 0%

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 43-5032.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 170**  
 Due to growth – 100  
 Due to separations – 70

**Projected job growth rate for 7-year period:**  
 17.9% (Average)  
 Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198



# Drywall Installers

Employers Responded: 16 • Employees Covered: 145

Drywall Installers apply plasterboard or other wallboard to ceiling and interior walls of buildings.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$9.00	\$9.00
New hires, experienced	\$12.00 to \$21.00	\$15.50
Three years with firm	\$15.00 to \$25.00	\$19.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	0%	13%	0%
Dental Insurance	0%	6%	0%
Vision Insurance	0%	0%	0%
Life Insurance	0%	0%	0%
Sick Leave	0%	0%	0%
Vacation	19%	0%	0%
Retirement Plan	6%	6%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Plastering, Drywall, Acoustical, and Insulation

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small/Medium (350 – 510)

Gender ratio as reported by responding employers:  
Male - 100%      Female - 0%

## OTHER INFORMATION

- Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (78%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (44%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills, extensive knowledge of the trade, ability to read blueprints, and journey person skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 45

#### SOURCE OF FILLED VACANCIES

Temporary, on call, or seasonal positions ..... 60%  
New positions ..... 22%  
Employees leaving ..... 18%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 88%  
Walk-in applicants ..... 44%  
In-house promotions or transfers ..... 19%  
Newspaper ads ..... 19%  
Other – Contractor referrals, work list ..... 19%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

**Required – 81%**      **Preferred – 19%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 29 months. Some of these employers (38%) will accept training as a substitute for experience.

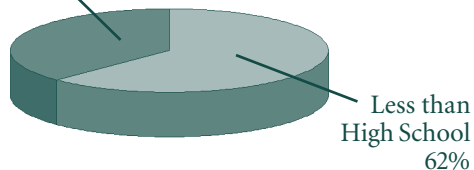
**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 13%**      **Not Required - 87%**

Preferred training is 12 months in an apprenticeship program.

**MINIMUM LEVEL OF EDUCATION REQUIRED**

High School  
or Equivalent  
38%

**DESIRED COMPUTER SOFTWARE SKILLS**

None required

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Drywall installation and repair skills
- Ability to operate power hand tools
- Ability to use and read a tape measure
- Basic math skills
- Possession of a valid driver's license

**Physical**

- Ability to lift at least 50 lbs. repeatedly
- Good eye-hand coordination
- Arm-hand steadiness
- Ability to climb to high places
- Ability to work in awkward positions

**Personal or other**

- Possession of a reliable vehicle
- Ability to read and follow instructions
- Ability to work independently
- Oral communication skills
- Ability to provide own tools
- Willingness to work under close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 44%    Remain Stable – 50%    Decline – 6%

**ADDITIONAL RESOURCES**

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 524 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 47-2081.02
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006****Projected job openings for 7-year period: 200**

Due to growth – 160

Due to separations – 40

**Projected job growth rate for 7-year period:**

45.7% (Much faster than average)

Average growth rate for all occupations - 17.3%

# Education Administrators

Employers Responded: 17 • Employees Covered: 170

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Includes administrators of separate training and instructional organizations (or programs) in private business or other agencies.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$29.62 to \$46.04	\$42.07
New hires, experienced	\$18.23 to \$49.11	\$45.34
Three years with firm	\$23.44 to \$57.87	\$48.40

Although many employees (47%) work more than 40 hours per week, yearly salaries were converted to an hourly wage based on a 40 hour week and the number of months or days worked in a year. Many employers (47%) require or prefer experience as an Administrator but will accept experience as a Teacher, resulting in the higher wage range for new hires, no experience.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	94%	6%	0%
Dental Insurance	88%	6%	0%
Vision Insurance	82%	6%	0%
Life Insurance	76%	0%	0%
Sick Leave	100%	0%	0%
Vacation	65%	0%	0%
Retirement Plan	41%	53%	0%
Child Care	6%	0%	12%

## WHERE THE JOBS ARE

Elementary and Secondary Schools

Colleges and Universities

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:

Large (890 – 1,060)

Gender ratio as reported by responding employers:

Female - 55% Male - 45%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 46 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (65%) promote their employees to higher level positions.
- Skills and credentials important for career advancement: Possession of Administrative Services Credential, supervisory skills, and curriculum knowledge.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 20

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 40%  
 New positions ..... 35%  
 Promotions ..... 25%

### PRIMARY RECRUITMENT METHODS

In-house promotions or transfers ..... 59%  
 Trade journals ..... 53%  
 Newspaper ads ..... 41%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

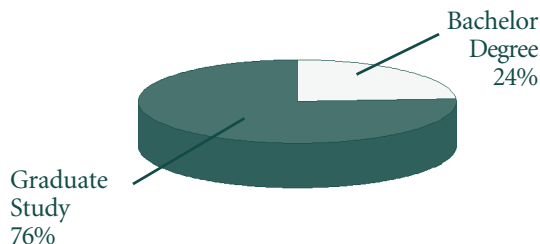
**Required – 53%**      **Preferred – 47%**      **Not Required – 0%**

Required or preferred experience as an Education Administrator ranges from 12 to 60 months or an average of 38 months. Other acceptable experience includes 36 to 120 months or an average of 57 months in a teaching position. Few of these employers (6%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 6%**      **Not Required - 94%**

Preferred training is 3 months of basic computer usage. Training or certification is included in the minimum level of education required.

**MINIMUM LEVEL OF EDUCATION REQUIRED****LEGALLY MANDATED REQUIREMENTS**

School Service Credential - Administrative Services requires a basic teaching credential and 3 years experience on prerequisite credential.  
 – *California's Professional & Business License Handbook, August 1999*

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (64%)
- Data Base (45%)      • Desktop Publishing (18%)
- Other (18%) – PowerPoint, and educational software.

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 11-9031.00, 11-9032.00, 11-9033.00 (<http://online.onetcenter.org>)
- U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to apply management principles
- Ability to evaluate and improve curriculums and teaching techniques
- Ability to write effectively
- Ability to plan and organize training programs
- Budget analysis skills
- Counseling skills
- Computer usage skills
- Business math skills

**Personal or other**

- Ability to interact with others
- Ability to manage multiple priorities
- Good judgment and decision making skills
- Leadership skills
- Oral communication skills
- Ability to work independently
- Willingness to work nights, weekends

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 18%      Remain Stable – 82%      Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 340**  
 Due to growth – 170  
 Due to separations – 170

**Projected job growth rate for 7-year period:**  
 19.1% (Faster than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Electrical and Electronic Assemblers

Employers Responded: 18 • Employees Covered: 205

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$8.00	\$7.00
New hires, experienced	\$6.00 to \$10.00	\$8.25
Three years with firm	\$7.50 to \$14.00	\$10.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	56%	39%	0%
Dental Insurance	44%	28%	11%
Vision Insurance	28%	22%	11%
Life Insurance	61%	6%	0%
Sick Leave	67%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	33%	39%	11%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Semi-conductors and Related Services  
Electronic Components, NEC  
Search and Navigation Equipment  
Telephone and Telegraph Apparatus  
Printed Circuit Boards

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (1,070 – 1,370)

Gender ratio as reported by responding employers:  
Female - 68%    Male - 32%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%    Swing 17%  
Graveyard – 6%
- Almost all responding employers (89%) promote their employees to higher level positions.
- Skills important for career advancement:  
Supervisory skills, dependability, motivation, and computer skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 49

#### SOURCE OF FILLED VACANCIES

New positions ..... 65%  
Employees leaving ..... 31%  
Promotions ..... 4%

#### PRIMARY RECRUITMENT METHODS

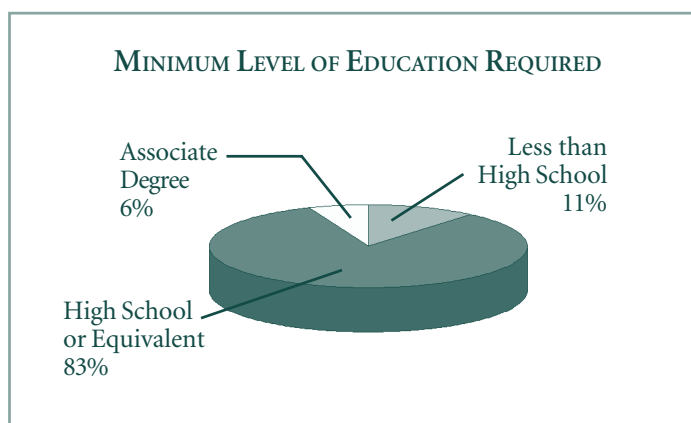
Employee referrals ..... 78%  
Newspaper ads ..... 56%  
Private employment agencies ..... 50%  
Walk-in applicants ..... 50%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 39%****Preferred – 50%****Not Required – 11%**

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 14 months. Many of these employers (50%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 6%****Preferred - 44%****Not Required - 50%**

Required or preferred training ranges from 3 to 24 months or an average of 9 months. Training includes courses in electronics, sheet metal work, or soldering.

**DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (less than 20%) seek computer skills as follows:

- ☛ Word Processing (33%)      ☛ Spreadsheet (33%)
- ☛ Data Base (67%)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Understanding of electrical circuitry
- ☛ Understanding of military specifications
- ☛ Knowledge of electronic circuitry
- ☛ Ability to read blueprints
- ☛ Ability to read schematics
- ☛ Ability to use hand tools
- ☛ Electronic component and product assembly skills
- ☛ Soldering skills

**Physical**

- ☛ Manual dexterity
- ☛ Good eye-hand coordination
- ☛ Good vision
- ☛ Possession of good color perception
- ☛ Ability to stand continuously for 2 or more hours
- ☛ Ability to sit continuously for 2 or more hours
- ☛ Ability to work rapidly

**Personal or other**

- ☛ Ability to perform routine repetitive work
- ☛ Willingness to work with close supervision
- ☛ Ability to work independently
- ☛ Basic math skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 39%    Remain Stable – 61%    Decline – 0%

**ADDITIONAL RESOURCES**

- ☛ Employment Development Department, *California Labor Market Information – Occupational Guide*, No. 47 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 51-2022.00
- ☛ U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 450**  
 Due to growth – 300  
 Due to separations – 150

**Projected job growth rate for 7-year period:**  
 28% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198



# Engineering, Mathematical, and Natural Sciences Managers

Employers Responded: 18 • Employees Covered: 166

Engineering, Mathematical, and Natural Sciences Managers plan, organize, direct or coordinate activities in such fields as architecture, electronic data processing, engineering, life sciences, physical sciences, statistics and systems analysis. These persons spend the greatest portion of their time in managerial work for which a background consistent with that described for engineers, mathematicians or natural scientists is required.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not Applicable	
New hires, experienced	\$27.50 to \$43.27	\$35.48
Three years with firm	\$28.77 to \$50.34	\$41.23

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	28%	72%	0%
Dental Insurance	39%	56%	0%
Vision Insurance	22%	50%	0%
Life Insurance	56%	33%	11%
Sick Leave	89%	11%	0%
Vacation	89%	11%	0%
Retirement Plan	33%	61%	0%
Child Care	0%	0%	0%
Other - 401K	6%	11%	0%

## WHERE THE JOBS ARE

Manufacturing - Drugs  
 Engineering & Architectural Services  
 Electronic Components and Accessories  
 Federal and Local Government

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
 Large (1,010 – 1,400)

Gender ratio as reported by responding employers:  
 Male - 93%      Female - 7%

## OTHER INFORMATION

- All employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (72%) promote their employees to higher level positions.
- Skills important for career advancement: Executive or administrative skills, project/program management skills, technical skills, knowledge of product, and ability to meet objectives.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	Not Applicable		

*Demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists and applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 14

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 50%  
 New positions ..... 36%  
 Promotions ..... 14%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 56%  
 In-house promotions or transfers ..... 50%  
 Newspaper ads ..... 50%  
 Private employment agencies ..... 50%  
 Internet ..... 39%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

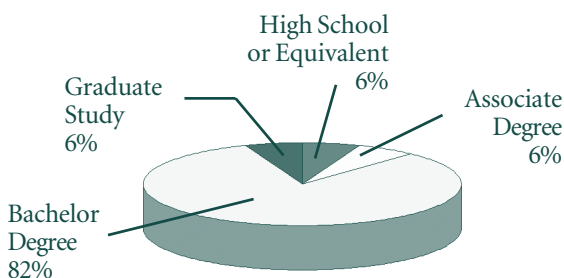
**Required – 100%**      **Preferred – 0%**      **Not Required – 0%**

Required experience in this occupation ranges from 12 to 120 months or an average of 59 months. Other acceptable experience includes computer specialists/systems integration. Few of these employers (6%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 22%**      **Preferred - 6%**      **Not Required - 72%**

Required or preferred training ranges from 3 to 24 months or an average of 11 months. Training includes CAD or software engineering programs. Training or certification is also included in the minimum level of education required.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (94%)      • Spreadsheet (78%)
- Data Base (56%)      • Desktop Publishing (11%)
- Other (67%) – CAD, AutoCAD, customized software, MS Project, and SolidWorks.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to plan, coordinate and direct, production, design, or research activities
- Advanced technical knowledge in related field
- Time management skills
- Ability to analyze data to solve problems
- Ability to use computer controlled processes
- Ability to plan and organize the work of others
- Ability to write effectively
- Knowledge of specialized applications software
- Ability to hire and assign personnel
- Ability to perform advanced mathematical calculations
- Knowledge of administrative procedures
- Ability to develop and conduct training programs

**Personal or other**

- Ability to work as part of a team
- Ability to work independently
- Good judgment and decision making skills
- Oral communication skills
- Organizational skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 17%      Remain Stable – 83%      Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 66, 2000A, 2004A, 2007 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 11-9041.00, 11-9121.00, 15-3011.00
- U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 540**

Due to growth – 390

Due to separations – 150

**Projected job growth rate for 7-year period:**

38.6% (Much faster than average)

Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Farmworkers, Food and Fiber Crops

Employers Responded: 16 • Employees Covered: 1,412

Farmworkers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g., cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Include works involved in expediting pollination and those who cut seed tuber crops into sections for planting. (This occupation was added in 1995 as a result of the desegregation of occupation 79855 GENERAL FARM WORKS.)

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$7.50	\$6.25
New hires, experienced	\$6.25 to \$8.50	\$6.50
Three years with firm	\$6.25 to \$10.00	\$6.88

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	54%	15%	0%
Dental Insurance	31%	23%	8%
Vision Insurance	31%	8%	8%
Life Insurance	46%	15%	0%
Sick Leave	8%	0%	0%
Vacation	46%	8%	0%
Retirement Plan	8%	8%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

- 🍷 Agriculture - Vegetable, Berry Crops, Citrus Fruits
- 🍷 Agriculture - Crop Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (1,773 and above)

Gender ratio as reported by responding employers:  
Male - 73%      Female - 27%

## OTHER INFORMATION

- 🍷 Almost all responding employers (94%) reported that wages *are not* subject to collective bargaining or union agreements.
- 🍷 Many employees (51%) work full-time, 47 hours per week weighted average. Many employees (49%) work seasonal, 55 hours per week weighted average.
- 🍷 Shifts worked: Day – 100%
- 🍷 Almost all responding employers (81%) promote their employees to higher level positions.
- 🍷 Skills important for career advancement: Supervisory skills, English reading and writing skills, honesty and reliability, knowledge of farm operations, and ability to operate machinery and farm equipment.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Not applicable		
Inexperienced	○	○	●

*Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.*

**HIRED IN THE PAST 12 MONTHS:** 644

### SOURCE OF FILLED VACANCIES

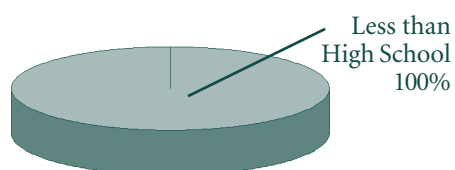
Temporary, on call, or seasonal positions ..... 78%  
Employees leaving ..... 22%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 88%  
Walk-in applicants ..... 56%  
Other – Word of mouth ..... 44%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 0%****Preferred – 25%****Not Required – 75%**

Preferred experience in this occupation ranges from 3 to 12 months or an average of 6 months. Some of these employers (25%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 0%****Preferred - 0%****Not Required - 100%****MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ✿ Ability to plant and transplant vegetables and field crops
- ✿ Ability to irrigate and drain field crops

**Physical**

- ✿ Ability to perform strenuous, physically demanding work
- ✿ Possession of physical agility

**Personal or other**

- ✿ Willingness to work early mornings, weekends
- ✿ Oral communication skills
- ✿ Willingness to work under close supervision
- ✿ Ability to work independently

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 50%    Remain Stable – 50%    Decline – 0%

**ADDITIONAL RESOURCES**

- ✿ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 225* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ✿ *O\*Net* (<http://online.onetcenter.org>), SOC Code 45-2092.00, 45-2092.02
- ✿ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

Due the seasonal nature of this occupation, projections are not available that accurately reflect the employment growth and trends in Ventura County.

# Grocery Checkers

Employers Responded: 17 • Employees Covered: 138

Grocery Checkers operate a cash register to itemize and total customer's purchases in a grocery store. They review price sheets to note price changes and sale items. They record prices, subtotal taxable items, and total purchases on a cash register. They collect cash, check, or charge payment from customer and make change for cash transactions. They may stock shelves and mark prices on items. They count money in a cash drawer at the beginning and end of work shift and may record daily transaction amounts from a cash register to balance the cash drawer.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$7.00	\$6.00
New hires, experienced	\$5.75 to \$11.00	\$7.00
Three years with firm	\$6.75 to \$11.00	\$8.50

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	12%	6%	29%	6%	0%	0%
Dental Insurance	6%	6%	29%	6%	6%	0%
Vision Insurance	12%	6%	24%	6%	0%	0%
Life Insurance	18%	6%	6%	6%	6%	6%
Sick Leave	24%	18%	0%	0%	0%	0%
Vacation	47%	24%	0%	0%	0%	0%
Retirement Plan	0%	0%	12%	6%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## WHERE THE JOBS ARE

Grocery Stores  
Miscellaneous Food Stores

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
None available

Gender ratio as reported by responding employers:  
Female - 78%    Male - 22%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Many employees (55%) work part-time, 25 hours per week weighted average. Many employees (45%) work full-time, 39 hours per week weighted average.
- Shifts worked: Day – 82%    Swing – 76%  
Graveyard – 6%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, honesty and reliability, industriousness, and customer service skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 54

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 81%  
New positions ..... 15%  
Promotions ..... 4%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 94%  
Walk-in applicants ..... 82%  
Other (Word of mouth) ..... 47%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 12%****Preferred – 29%****Not Required – 59%**

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 9 months. Few of these employers (less than 20%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 0%****Preferred - 0%****Not Required - 100%****MINIMUM LEVEL OF EDUCATION REQUIRED**

High School  
or Equivalent  
47%

Less than  
High School  
53%

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to operate computer scanning cash register
- Ability to operate a cash register
- Ability to follow check cashing procedures
- Cash handling skills
- Record keeping skills

**Physical**

- Ability to stand for prolonged periods of time
- Ability to work rapidly
- Finger dexterity
- Good eye-hand coordination
- Good memory skills

**Personal or other**

- Ability to deal tactfully with customers
- Ability to perform routine repetitive work
- Ability to read and follow instructions
- Ability to work independently
- Ability to work under pressure
- Basic math skills
- Good grooming skills
- Oral communication skills
- Pleasant personality
- Reliability and honesty
- Willingness to work nights, weekends, holidays
- Willingness to work shifts
- Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 35%    Remain Stable – 65%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

**ADDITIONAL RESOURCES**

- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)



# Hairdressers, Hairstylists & Cosmetologists

Employers Responded: 16 • Employees Covered: 151

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$6.50	\$5.75
New hires, experienced	\$5.75 to \$6.50	\$5.88
Three years with firm	\$5.75 to \$7.70	\$5.88

Other forms of compensation: All responding employers pay a base wage plus commissions. Commissions range from 15% to 60%. Tips are also received.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	0%	19%	19%
Dental Insurance	0%	13%	13%
Vision Insurance	0%	6%	6%
Life Insurance	0%	6%	6%
Sick Leave	13%	6%	0%
Vacation	25%	13%	13%
Retirement Plan	0%	6%	6%
Child Care	0%	0%	6%

## WHERE THE JOBS ARE

Beauty Shops  
Department Stores

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (600 – 650)

Gender ratio as reported by responding employers:  
Female - 89%    Male - 11%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Hours worked: Most employees (67%) work full-time, 30 to 38 hours per week weighted average. Some employees (32%) work part-time, 24 hours per week weighted average.
- Shifts worked: Day – 100%    Evening – 69%  
Swing – 31%
- Most responding employers (69%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Continuing education, ability to keep up with current styles and products, client building skills, and motivation.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

HIRED IN THE PAST 12 MONTHS: 50

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 70%  
New positions ..... 28%  
Promotions ..... 2%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 75%  
Walk-in applicants ..... 75%  
Employee referrals ..... 69%  
School/program referrals ..... 38%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

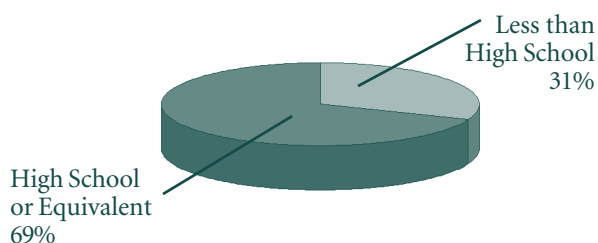
**Required – 6%**      **Preferred – 38%**      **Not Required – 56%**

Required or preferred experience in this occupation ranges from 6 to 12 months or an average of 10 months. None of these employers will accept training as a substitute for experience since training is a requirement.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 100%**      **Preferred - 0%**      **Not Required - 0%**

Required training ranges from 9 to 24 months or an average of 12 months. Training includes a cosmetology course or an in-house apprenticeship program.

**MINIMUM LEVEL OF EDUCATION REQUIRED****LEGALLY MANDATED REQUIREMENTS**

Beauty operators working in cosmetology establishments must have completed a course in cosmetology, not less than 1600 hours, from a school approved by the Board of Barbering and Cosmetology. Examination and licensing are required. — *California License Handbook, 5th Edition 1997*

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

☞ Possession of a cosmetology license

**Physical**

- ☞ Manual dexterity
- ☞ Good eye-hand coordination
- ☞ Good vision
- ☞ Possession of good color perception
- ☞ Ability to stand continuously for 2 or more hours

**Personal or other**

- ☞ Willingness to work with close supervision
- ☞ Public contact skills
- ☞ Ability to work independently
- ☞ Ability to work under pressure
- ☞ Ability to follow oral instructions
- ☞ Basic math skills
- ☞ Ability to read and follow instructions
- ☞ Ability to write legibly
- ☞ Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 31%    Remain Stable – 38%    Decline – 31%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 160**  
 Due to growth – 50  
 Due to separations – 110

**Projected job growth rate for 7-year period:**  
 8.3% (Slower than average)  
 Average growth rate for all occupations - 17.3%

**ADDITIONAL RESOURCES**

- ☞ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 58, 577*  
 (www.calmis.cahwnet.gov)
- ☞ *O\*Net* (<http://online.onetcenter.org>), SOC Code 39-5012.00
- ☞ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/oco/home.htm>)

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Heating, Air Conditioning, and Refrigeration Mechanics & Installers

Employers Responded: 16 • Employees Covered: 131

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.00 to \$8.00	\$8.00
New hires, experienced	\$8.00 to \$25.45	\$12.00
Three years with firm	\$12.00 to \$25.45	\$20.00

Other forms of compensation: Some responding employers (25%) reported that they also pay commissions, piece rate, bonuses, or profit sharing, in addition to the above wages. For experienced and three years with the firm, union firms pay at the top end of the pay range.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	81%	6%	0%
Dental Insurance	25%	13%	13%
Vision Insurance	25%	0%	13%
Life Insurance	25%	0%	0%
Sick Leave	19%	0%	6%
Vacation	75%	0%	6%
Retirement Plan	44%	13%	6%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Plumbing, Heating, Air Conditioning  
Refrigeration Service and Repair

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (430 – 590)

Gender ratio as reported by responding employers:  
Male - 98%      Female - 2%

## OTHER INFORMATION

- Few responding employers (less than 20%) report that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Continued training in industry technology and manufacturers' products, and management skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Due to turnover and growth, employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 34

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 56%  
New positions ..... 41%  
Temporary, on call, or seasonal positions ..... 3%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 56%  
Employee referrals ..... 50%  
Walk-in applicants ..... 38%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

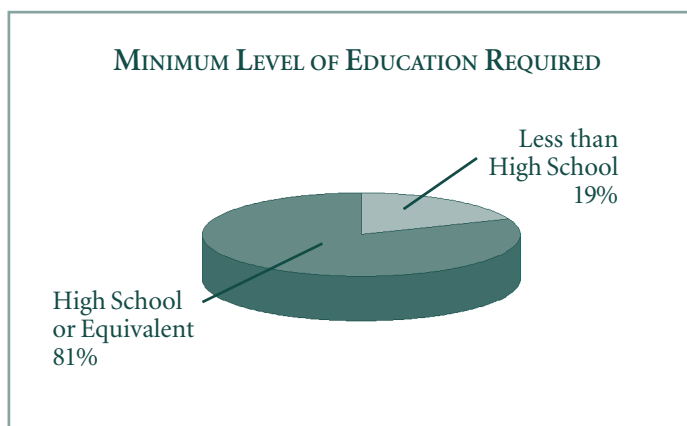
**Required – 63%**      **Preferred – 31%**      **Not Required – 6%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 25 months. Many of these employers (47%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 31%**      **Preferred - 44%**      **Not Required - 25%**

Required or preferred training ranges from 3 to 48 months or an average of 21 months. Training includes heating, air conditioning and refrigeration courses, apprenticeship programs, and certification programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (less than 20%) seek computer skills as follows:

- Word Processing (67%)      • Spreadsheet (33%)
- Other (33%) – Computer Numerical Control (CNC).

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Understanding of circuit design
- Ability to read blueprints
- Cost estimating skills
- Sheet metal working skills
- Plumbing skills
- Pipefitting skills
- Soldering skills
- Bondable
- Welding skills
- Possession of a valid driver's license
- Problem solving skills

**Physical**

- Ability to lift at least 100 lbs. repeatedly

**Personal or other**

- Ability to provide own hand tools
- Public contact skills
- Ability to work independently
- Possession of a good DMV driving record
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 44%    Remain Stable – 56%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 32 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 49-9021.00, 49-9021.01
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 230**  
 Due to growth – 160  
 Due to separations – 70

**Projected job growth rate for 7-year period:**  
 37.2% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Helpers – Carpenters and Related Workers

Employers Responded: 16 • Employees Covered: 109

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Does not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$10.00	\$8.00
New hires, experienced	\$8.00 to \$15.00	\$12.00
Three years with firm	\$9.00 to \$24.98	\$13.76

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	27%	7%	0%
Dental Insurance	27%	7%	0%
Vision Insurance	27%	0%	0%
Life Insurance	27%	0%	0%
Sick Leave	13%	0%	0%
Vacation	40%	0%	0%
Retirement Plan	20%	13%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Construction - Carpentry Work  
Residential Building Contractors  
Nonresidential Building Contractors

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (250 – 340)

Gender ratio as reported by responding employers:  
Male - 100%

## OTHER INFORMATION

- Almost all responding employers (81%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (75%) work full-time, 39 hours per week weighted average. Some employees (23%) work seasonal, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing -6%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills important for career advancement: Carpenter skills, reliability and dependability, ability to read plans, apprenticeship or journey person skills, knowledge of construction trade, and ability to use power tools.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 65

### SOURCE OF FILLED VACANCIES

New positions ..... 36%  
Temporary, on call, or seasonal positions ..... 34%  
Employees leaving ..... 28%  
Promotions ..... 2%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 81%  
Walk-in applicants ..... 75%  
Newspaper ads ..... 31%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

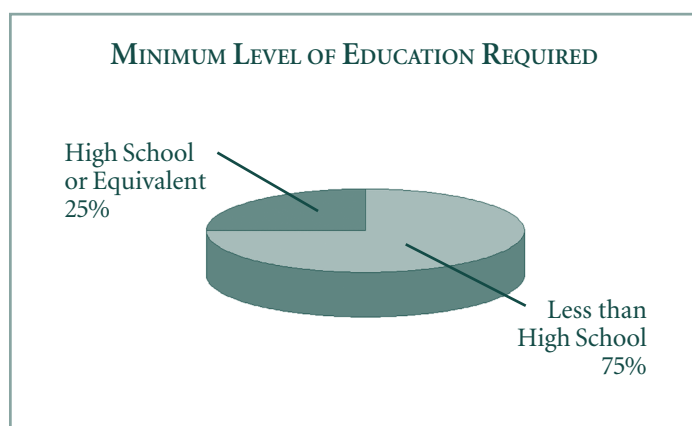
**Required – 6%**      **Preferred – 38%**      **Not Required – 56%**

Required or preferred experience in this occupation ranges from 4 to 12 months or an average of 8 months. Other acceptable experience listed by responding employers includes other construction positions. Few of these employers (14%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 6%**      **Preferred - 6%**      **Not Required - 88%**

Required or preferred training ranges from 1 to 3 months of carpentry or basic union safety training.

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Equipment and tool selection skills
- Knowledge of construction materials and tools
- Ability to implement safe work practices
- Basic math skills

**Physical**

- Ability to tolerate noise and dust
- Good eye-hand coordination
- Good physical condition
- Manual dexterity
- Ability to use hands, arms, and fingers
- Ability to lift at least 50 lbs. repeatedly
- Ability to perform strenuous, physically demanding work
- Ability to work from ladders and scaffolds
- Ability to climb to high places

**Personal or other**

- Ability to follow oral instructions
- Willingness to work with close supervision
- Ability to work as part of a team
- Ability to work independently
- Ability to read and follow instructions

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 50%    Remain Stable – 38%    Decline – 12%

**ADDITIONAL RESOURCES**

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 565 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 47-3012.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 190**  
 Due to growth – 90  
 Due to separations – 100

**Projected job growth rate for 7-year period:**  
 36% (Much faster than average)  
 Average growth rate for all occupations - 17.3%



# Home Health Aides

Employers Responded: 15 • Employees Covered: 209

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Excludes Nursing Aides and Homemakers.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$14.00	\$7.50
New hires, experienced	\$7.25 to \$17.00	\$9.15
Three years with firm	\$8.00 to \$18.00	\$10.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	23%	8%	38%	0%	0%	8%
Dental Insurance	8%	8%	38%	0%	8%	8%
Vision Insurance	0%	0%	38%	0%	0%	0%
Life Insurance	8%	0%	15%	0%	0%	0%
Sick Leave	46%	15%	8%	0%	0%	0%
Vacation	62%	23%	0%	0%	0%	0%
Retirement Plan	0%	0%	23%	8%	15%	0%
Child Care	0%	0%	0%	0%	0%	0%

## WHERE THE JOBS ARE

Home Health Care Services  
Personnel Supply Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small/Medium (360 – 410)

Gender ratio as reported by responding employers:  
Female - 85% Male - 15%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Many employees (48%) work full-time, 39 hours per week weighted average. Some employees (29%) work part-time, 26 hours per week weighted average. Some employees (23%) work temporary/on call, 32 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 47% Graveyard – 40%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills and certification important for career advancement: Certification as a Nursing Assistant or a Registered Nurse.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 67

#### SOURCE OF FILLED VACANCIES

Employees leaving .....	46%
New positions .....	31%
Temporary, on call, or seasonal positions .....	18%
Promotions .....	5%

#### PRIMARY RECRUITMENT METHODS

Employee referrals .....	80%
Newspaper ads .....	80%
Walk-in applicants .....	60%
School /Program referrals .....	33%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

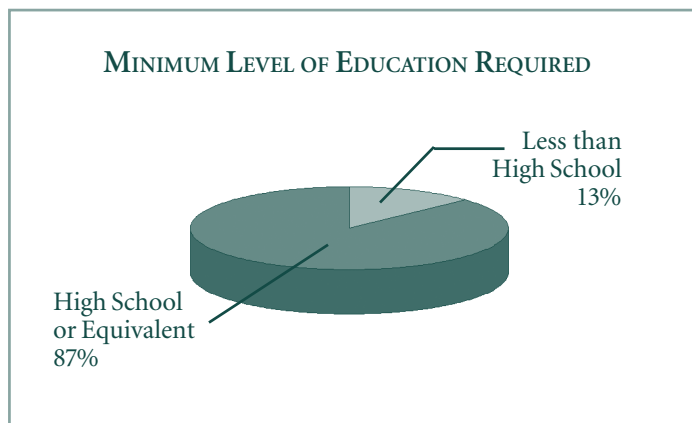
**Required – 67%**      **Preferred – 13%**      **Not Required – 20%**

Required or preferred experience in this occupation ranges from 6 to 12 months or an average of 10 months. Other acceptable experience listed by responding employers includes Certified Nursing Assistant. Many of these employers (58%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 100%**      **Preferred - 0%**      **Not Required - 0%**

Required training ranges from 3 to 9 months or an average of 4 months. Training includes a Home Health Aide program for certification.

**LEGALLY MANDATED REQUIREMENTS**

To work as a Home Health Aide in California, you must get the Home Health Aide certificate issued by the State Department of Health Services. This certificate is earned by completing 65 hours of supervised clinical training and 55 hours of classroom training. — *California Professional & Business License Handbook, August 1999*

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 461, 2002B* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 31-1011.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to accurately record and report information
- Ability to administer first aid
- Ability to care for chronically ill persons
- Ability to care for elderly persons
- Ability to prepare meals
- Knowledge of nutrition
- Possession of a Cardiopulmonary Resuscitation certificate
- Possession of a Home Health Aide (HHA) certificate
- Possession of a valid driver's license
- Problem solving skills

**Physical**

- Good physical condition
- Physically able to lift and move patients
- Ability to pass a pre-employment medical examination

**Personal or other**

- Ability to exercise good judgment
- Ability to exercise patience
- Ability to read and follow instructions
- Ability to work independently
- Emotional stability and maturity
- High standards of personal cleanliness
- Interpersonal skills
- Oral communication skills
- Possession of a reliable vehicle
- Understanding of human behavior
- Understanding of a variety of cultures
- Willingness to accept responsibility
- Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 73%    Remain Stable – 20%    Decline – 7%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 90**

Due to growth – 50

Due to separations – 40

**Projected job growth rate for 7-year period:**

13.9% (Slower than average)

Average growth rate for all occupations - 17.3%

# Hotel Desk Clerks

Employers Responded: 15 • Employees Covered: 105

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$8.00	\$7.00
New hires, experienced	\$5.75 to \$8.50	\$7.50
Three years with firm	\$6.50 to \$10.00	\$8.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	0%	60%	7%
Dental Insurance	0%	47%	20%
Vision Insurance	0%	33%	7%
Life Insurance	0%	33%	13%
Sick Leave	40%	7%	7%
Vacation	73%	13%	0%
Retirement Plan	0%	47%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Hotels and Motels

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (310 – 340)

Gender ratio as reported by responding employers:  
Female - 60%    Male - 40%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (74%) work full-time, 39 hours per week weighted average. Some employees (22%) work part-time, 25 hours per week weighted average.
- Shifts worked: Swing – 100%    Day – 93%  
Graveyard – 87%    Weekends – 20%
- Almost all responding employers (93%) promote their employees to higher level positions.
- Skills important for career advancement: Management or supervisory skills, problem solving skills, computer skills, knowledge of the hotel business, and guest services skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Due to turnover, employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 68

#### SOURCE OF FILLED VACANCIES

Employees leaving .....	66%
New positions .....	19%
Temporary, on call, or seasonal positions .....	9%
Promotions .....	6%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads .....	87%
Employee referrals .....	60%
In-house promotions or transfers .....	40%
Walk-in applicants .....	40%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

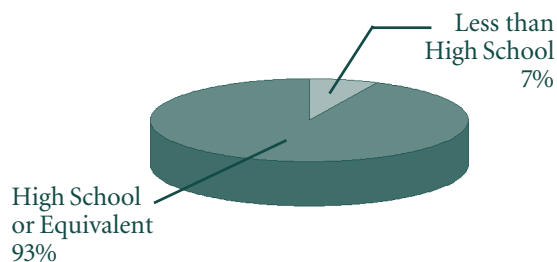
**Required – 0%**      **Preferred – 53%**      **Not Required – 47%**

Preferred experience in this occupation ranges from 6 to 12 months or an average of 9 months. Other acceptable experience listed by responding employers includes customer service and retail sales. Most of these employers (63%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 13%**      **Not Required - 87%**

Preferred training ranges from 2 to 3 months or an average of 3 months. Training includes Guest Services Agency (GSA) certification.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (93%) seek computer skills as follows:

- Word Processing (29%)      • Spreadsheet (14%)
- Data Base (7%)
- Other (86%) – Hotel industry applications.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Record keeping skills
- Cash handling skills
- Ability to follow billing procedures
- Basic mathematical skills
- Ability to write effectively

**Physical**

- Ability to stand for long periods of time

**Personal or other**

- Good grooming skills
- Public contact skills
- Ability to work independently
- Ability to work as a team
- Ability to work under pressure
- Customer service skills
- Oral communication skills
- Active listening skills
- Reading and comprehension skills
- Dependable
- Willingness to work different shifts

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 27%    Remain Stable – 66%    Decline – 7%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 70 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 43-4081.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 120**  
 Due to growth – 30  
 Due to separations – 90

**Projected job growth rate for 7-year period:**  
 9.7% (Slower than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Human Resource Technicians

Employers Responded: 16 • Employees Covered: 28

Human Resource Technicians provide assistance to personnel directors and managers in identifying, evaluating, and resolving human relations and work performance problems within establishments. Workers in this occupation attend meetings of managers, supervisors, and work units to ascertain problems that adversely effect employee morale and productivity and to determine effective redemption techniques, such as job skill training or personal intervention; develop and conduct training to instruct managers, supervisors, and workers in a variety of related skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and group interaction skills; schedule individuals for technical job-related skills training. May assist in screening applicants for employment and in-house training programs, participate in labor relations issues, and write employee newsletter.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$9.00 to \$14.49	\$11.00
New hires, experienced	\$10.00 to \$23.97	\$17.31
Three years with firm	\$12.00 to \$29.73	\$21.07

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	38%	63%	0%
Dental Insurance	31%	63%	6%
Vision Insurance	31%	31%	13%
Life Insurance	50%	38%	13%
Sick Leave	94%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	44%	50%	6%
Child Care	0%	6%	19%

## WHERE THE JOBS ARE

Local Government  
Business Services  
Hospitals

## SIZE OF OCCUPATION

EDD estimated occupation size 1999 – 2006:  
Not available

Gender ratio as reported by responding employers:  
Female - 93%    Male - 7%

## OTHER INFORMATION

- Almost all responding employers (81%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all (96%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- All responding employers promote their employees to higher level positions.
- Skills and certificates important for career advancement: Management skills, possession of Human Resource Management (HRM) certificate, analytical skills, administrative skills, multi-tasking skills, HR technical skills, and computer skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 9

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 56%  
New positions ..... 22%  
Promotions ..... 11%  
Temporary, on call, or seasonal positions ..... 11%

#### PRIMARY RECRUITMENT METHODS

Internet ..... 94%  
Newspaper ads ..... 69%  
Employee referrals ..... 38%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

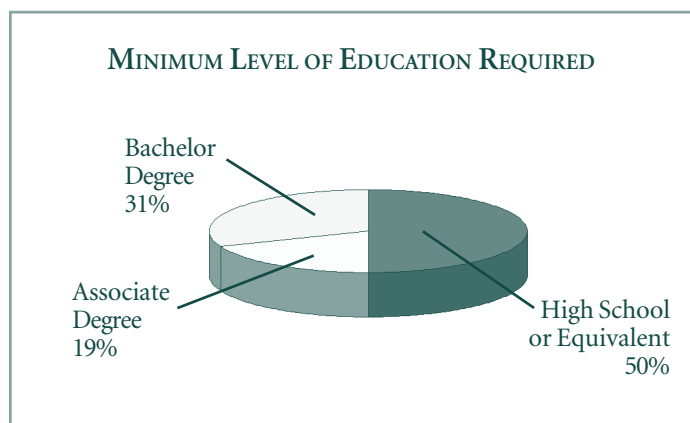
**Required – 81 %**      **Preferred – 19%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 24 months. Other acceptable experience includes Administrative Assistant or personnel positions. Few of these employers (13%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 13%**      **Preferred - 19%**      **Not Required - 68%**

Required or preferred training ranges from 3 to 18 months or an average of 10 months. Training includes human resource certificate program or computer programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (81%)
- Data Base (50%)      • Desktop Publishing (25%)
- Other (44%) – Human Resource programs and Internet usage.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to write effectively
- Understanding of employee benefit programs
- Knowledge of labor laws
- Personnel interviewing skills
- Conflict resolution skills
- Negotiation skills
- Understanding of labor relations practices
- Ability to plan and organize the work of others
- Knowledge of personnel classification procedures
- Ability to explain and follow grievance procedures
- Ability to develop and conduct training programs
- Understanding of collective bargaining process

**Personal or other**

- Ability to interact well with others
- Ability to work under pressure
- Oral communication skills
- Ability to motivate others
- Leadership skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 0%    Remain Stable – 100%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 43-4161.00
- U.S. Department of Labor Occupational Outlook Handbook 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Industrial Engineering Technicians and Technologists

Employers Responded: 16 • Employees Covered: 67

Industrial Engineering Technicians and Technologists study and record the time, motion, method, and speed involved in the performance of production, maintenance, clerical, and other worker operations for such purposes as establishing standard production rates or improving efficiency. They usually work under the direction of engineering staff.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$16.83	\$16.78
New hires, experienced	\$12.00 to \$24.04	\$19.09
Three years with firm	\$15.00 to \$32.00	\$22.81

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	69%	0%
Dental Insurance	31%	44%	6%
Vision Insurance	13%	38%	6%
Life Insurance	69%	13%	0%
Sick Leave	63%	19%	0%
Vacation	81%	13%	0%
Retirement Plan	25%	63%	6%
Child Care	0%	6%	0%

## WHERE THE JOBS ARE

Manufacturing - Drugs  
Industrial and Commercial Machinery and Computer Equipment  
Electronic and other Electrical Equipment and Components

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (150–230)

Gender ratio as reported by responding employers:  
Male - 85%      Female - 15%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 94%    Swing – 6%  
Graveyard – 6%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills or qualifications important for career advancement: Management skills, leadership skills, possession of an engineering degree, knowledge of the company and production skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	●	○	○

*Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

*Few employers (13%) that do not require experience, but do require a bachelor's degree, often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 10

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 50%  
Promotions ..... 30%  
New positions ..... 10%  
Temporary, on call, or seasonal positions ..... 10%

#### PRIMARY RECRUITMENT METHODS

In-house promotions or transfers ..... 56%  
Newspaper ads ..... 56%  
Employee referrals ..... 50%  
Private employment agencies ..... 44%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

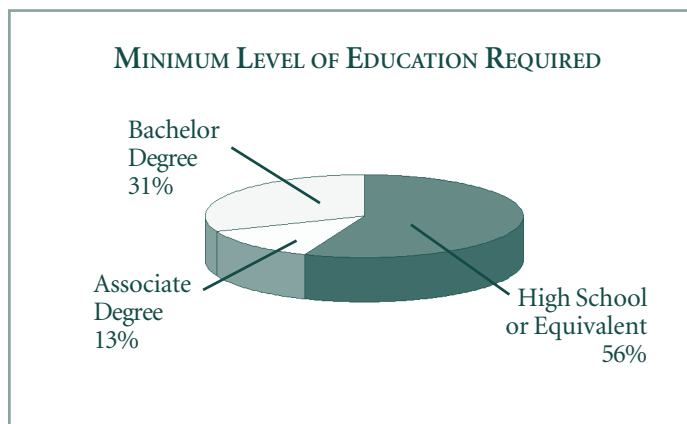
**Required – 81%**      **Preferred – 19%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 32 months. Other acceptable experience listed by responding employers includes other engineering positions, machinist, in-house or industry related positions. Some of these employers (38%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 37%**      **Not Required - 63%**

Preferred training ranges from 1 to 36 months or an average of 13 months. Training includes engineering programs, machinist courses or computer programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (94%) seek computer skills as follows:

- Word Processing (53%)      • Spreadsheet (67%)
- Data Base (40%)      • Desktop Publishing (0%)
- Other (80%) – CAD, AutoCAD, CAM/Master CAM, engineering programs, and industry software.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Problem solving skills
- Ability to read working drawings
- Knowledge of automated manufacturing processes
- Ability to write effectively
- Computer assisted design (CAD) skills
- Ability to use precision tools
- Ability to apply techniques of statistical analysis
- Ability to perform advanced mathematical computations
- Knowledge of geometry
- Drafting skills

**Personal or other**

- Ability to work as part of a team
- Good judgment and decision making skills
- Ability to work independently
- Oral communication skills
- Ability to read and follow instructions
- Creative thinking skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 25%    Remain Stable – 75%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 2004B ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 17-3026.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 110**  
 Due to growth – 80  
 Due to separations – 30

**Projected job growth rate for 7-year period:**  
 53.3% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Industrial Production Managers

Employers Responded: 19 • Employees Covered: 65

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$14.38 to \$23.97	\$16.78
New hires, experienced	\$13.42 to \$33.56	\$23.97
Three years with firm	\$16.00 to \$38.36	\$26.85

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	26%	63%	0%
Dental Insurance	32%	47%	5%
Vision Insurance	16%	37%	5%
Life Insurance	63%	16%	0%
Sick Leave	74%	11%	0%
Vacation	89%	11%	0%
Retirement Plan	47%	26%	11%
Child Care	0%	11%	0%

## WHERE THE JOBS ARE

Manufacturing - Non-durable Goods  
Measuring and Control Devices  
Electronic Components  
Electrical Equipment

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (550 – 700)

Gender ratio as reported by responding employers:  
Male - 86%      Female - 14%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- All employees work full-time, 43 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 16%  
Graveyard – 5%
- Most responding employers (68%) promote their employees to higher level positions.
- Skills important for career advancement: Knowledge of operations, management, and financial skills, job knowledge, and enhanced computer skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	○	●

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.*

### HIRED IN THE PAST 12 MONTHS: 15

#### SOURCE OF FILLED VACANCIES

Promotions ..... 40%  
Employees leaving ..... 33%  
New positions ..... 27%

#### PRIMARY RECRUITMENT METHODS

In-house promotions or transfers ..... 79%  
Newspaper ads ..... 47%  
Private employment agencies ..... 47%  
Internet ..... 26%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

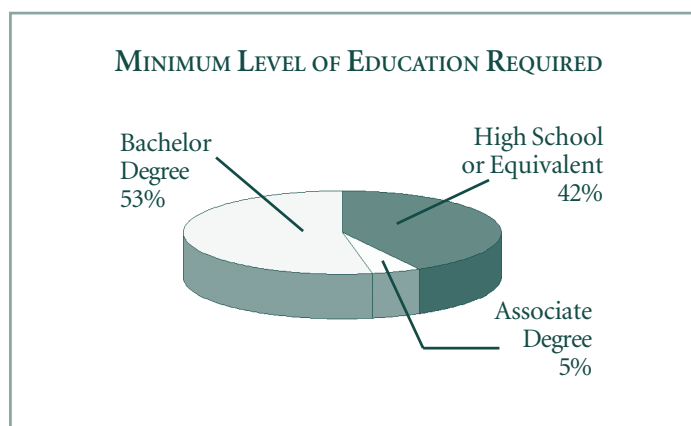
**Required – 84%**      **Preferred – 16%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 45 months. Other acceptable experience listed by responding employers includes in-house or industry related positions and other management positions. Some of these employers (26%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 16%**      **Preferred - 11%**      **Not Required - 73%**

Required or preferred training ranges from 3 to 48 months or an average of 25 months. Training includes industry related courses or programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (89%) seek computer skills as follows:

- Word Processing (71%)      • Spreadsheet (88%)
- Data Base (53%)
- Other (24%) – Manufacturing, accounting, and quality assurance software programs.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to plan and organize the work of others
- Ability to manage an activity or department
- Ability to write and use job specifications for industrial jobs
- Ability to implement safe work practices
- Ability to apply safe storage techniques
- Ability to apply materials resource planning (MRP) techniques
- Ability to analyze data to solve problems
- Ability to apply inventory control methods
- Ability to create and implement production plans
- Cost accounting skills
- Knowledge of specific production processes

**Personal or other**

- Ability to work under pressure
- Oral communication skills
- Organizational skills
- Interpersonal skills
- Ability to set work priorities
- Ability to meet deadlines
- Willingness to do shift work
- Willingness to work nights, weekends, and holidays

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 21%      Remain Stable – 79%      Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 271 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 11-3051.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 230**  
 Due to growth – 150  
 Due to separations – 80

**Projected job growth rate for 7-year period:**  
 27.3% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Insurance Adjusters, Examiners, and Investigators

Employers Responded: 16 • Employees Covered: 162

Insurance Adjusters, Examiners, and Investigators investigate, analyze, and determine the validity of the amount of the insurance company's liability concerning personal, casualty, or property loss or damages, and effect a settlement with claimants. They correspond with or interview medical specialists, agents, witnesses, or claimants to compile information, calculate benefit payments, and approve payment of claims within a certain monetary limit. Does not include Insurance Sales Agents, Insurance Policy Process Clerks, and Claims Clerks.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.65 to \$16.46	\$14.38
New hires, experienced	\$9.08 to \$21.58	\$16.83
Three years with firm	\$12.11 to \$31.16	\$19.09

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	44%	50%	6%
Dental Insurance	38%	44%	6%
Vision Insurance	25%	38%	6%
Life Insurance	50%	25%	6%
Sick Leave	63%	13%	0%
Vacation	75%	13%	0%
Retirement Plan	44%	38%	13%
Child Care	0%	0%	6%

## WHERE THE JOBS ARE

Fire, Marine and Casualty Insurance  
Insurance Agents, Brokers

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small/Medium (350 – 450)

Gender ratio as reported by responding employers:  
Female - 51%    Male - 49%

## OTHER INFORMATION

- ☞ Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- ☞ Almost all employees (96%) work full-time, 42 hours per week weighted average.
- ☞ Shifts worked: Day – 100%    Swing – 6%
- ☞ Almost all responding employers (81%) promote their employees to higher level positions.
- ☞ Skills important for career advancement: Management and supervisory skills, organizational skills, knowledge of insurance laws, and technical ability.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 26

#### SOURCE OF FILLED VACANCIES

New positions .....	38%
Employees leaving .....	35%
Promotions .....	27%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads .....	63%
Employee referrals .....	44%
In-house promotions or transfers .....	44%
Internet .....	31%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

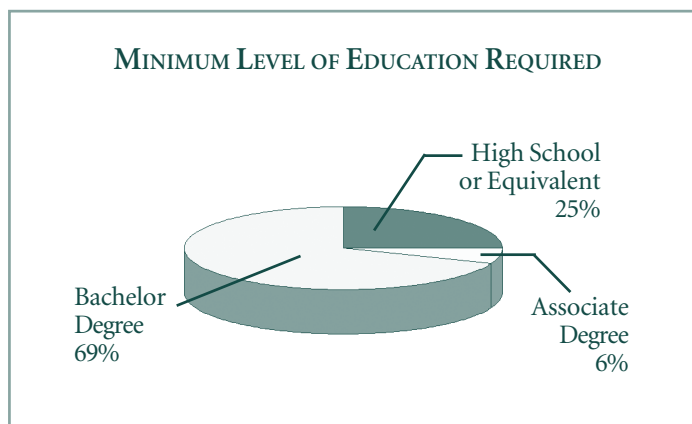
**Required – 56%**      **Preferred – 38%**      **Not Required – 6%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 32 months. Other acceptable experience listed by responding employers includes industry related positions. Some of these employers (20%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 13%**      **Preferred - 6%**      **Not Required - 81%**

Required or preferred training ranges from 12 to 24 months or an average of 20 months. Training includes insurance courses.

**DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (88%) seek computer skills as follows:

- ☛ Word Processing (93%)      ☛ Spreadsheet (43%)
- ☛ Data Base (29%)      ☛ Desktop Publishing (7%)
- ☛ Other (43%) – Industry specific programs, e-mail, and the Internet.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to appraise real and personal property
- ☛ Ability to complete and explain insurance forms
- ☛ Ability to interpret policy coverage
- ☛ Ability to interview others for information
- ☛ Ability to write effectively
- ☛ Basic construction skills
- ☛ Business math skills
- ☛ Investigative research skills
- ☛ Knowledge of basic auto mechanics
- ☛ Knowledge of medical terminology
- ☛ Record keeping skills
- ☛ Report writing skills
- ☛ Understanding of insurance reimbursement regulations
- ☛ Understanding of insurance terminology

**Personal or other**

- ☛ Ability to read and follow instructions
- ☛ Ability to think logically
- ☛ Ability to work independently
- ☛ Ability to write legibly
- ☛ Customer service skills
- ☛ Oral communication skills
- ☛ Public contact skills
- ☛ Willingness to work with close supervision

**New skills needed as reported by responding employers**

- ☛ Photography and digital camera use

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 38%    Remain Stable – 49%    Decline – 13%

**ADDITIONAL RESOURCES**

- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 67* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *O\*Net* (<http://online.onetcenter.org>), SOC Code 13.1031.02
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 150**  
 Due to growth – 100  
 Due to separations – 50

**Projected job growth rate for 7-year period:**  
 28.6% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Internet Web Site Designers/Developers (Webmaster)

Employers Responded: 15 • Employees Covered: 37

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$9.21 to \$15.98	\$12.95
New hires, experienced	\$10.00 to \$35.00	\$17.26
Three years with firm	\$15.00 to \$36.23	\$23.97

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	40%	53%	0%
Dental Insurance	27%	40%	0%
Vision Insurance	13%	40%	0%
Life Insurance	27%	27%	7%
Sick Leave	93%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	27%	40%	7%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

BASED ON 1999 SURVEY:

Commercial Art and Graphic Design  
Computer Programming Services  
Information Retrieval Services  
Advertising Agencies

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Not available

Gender ratio as reported by responding employers:  
Male - 78%      Female - 22%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (95%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 13%
- Most responding employers (73%) promote their employees to higher level positions.
- Skills important for career advancement: Management, supervisory, and administrative skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 17

#### SOURCE OF FILLED VACANCIES

New positions ..... 82%  
Employees leaving ..... 12%  
Promotions ..... 6%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 67%  
Internet ..... 67%  
Newspaper ads ..... 47%  
In-house promotions or transfers ..... 27%  
School/program referrals ..... 27%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

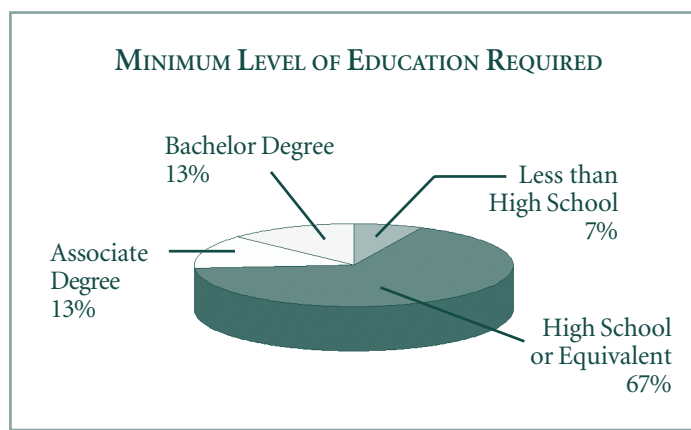
**Required – 80%**      **Preferred – 20%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 48 months or an average of 21 months. Many of these employers (40%) will accept training as a substitute for experience

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 53%**      **Preferred - 14%**      **Not Required - 33%**

Required or preferred training ranges from 6 to 24 months or an average of 11 months. Training includes graphics, web page design, programming, HTML, and computer science programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- ☛ Word Processing (93%)      ☛ Spreadsheet (67%)
- ☛ Data Base (73%)      ☛ Desktop Publishing (100%)
- ☛ Other (100%)

Reported skills include Adobe PhotoShop, HTML, Java, Word, E-mail, Windows NT, Adobe Illustrator, Access, Adobe PageMaker, Excel, PowerPoint, Windows 98/95, Filemaker Pro, UNIX, MS-DOS, Macintosh OS, PC Anywhere, Publisher, Corel Draw, Freehand, C++, Novell, Lotus, MS FrontPage, Oracle, Visual Basic, Cold Fusion, DHTML, Linux, Perl, Quark Express, Quickbooks, Visual Fox Pro, Windows for Workgroups, and WordPerfect.

**ADDITIONAL RESOURCES**

- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 559* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS**

TAKEN FROM CALIFORNIA OCCUPATIONAL GUIDE No. 559

**Technical**

- ☛ *Proficient in Hyper Text Markup Language (HTML)*
- ☛ *Knowledge of Common Gateway Interface (CGI) scripting*
- ☛ *Basic graphic design capability*
- ☛ *Knowledge of graphic applications and techniques*
- ☛ *Basic skills and knowledge of TCP/IP and networking*
- ☛ *Marketing skills*
- ☛ *Creative and innovative*

**Physical**

- ☛ *Have good eyesight*
- ☛ *Ability to sit for long periods of time*

**Personal or other**

- ☛ *Ability to work independently*
- ☛ *Ability to work well with customers*
- ☛ *Ability to work under pressure and within timelines*
- ☛ *Ability to pay close attention to detail*
- ☛ *Good writing skills*
- ☛ *Oral communication skills*

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 73%    Remain Stable – 27%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

This is a non-OES emerging occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

# Laborers, Landscaping and Groundskeeping

Employers Responded: 20 • Employees Covered: 558

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.50 to \$8.65	\$7.00
New hires, experienced	\$6.75 to \$11.51	\$7.50
Three years with firm	\$7.50 to \$13.99	\$9.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	45%	0%
Dental Insurance	15%	25%	0%
Vision Insurance	25%	10%	0%
Life Insurance	45%	10%	0%
Sick Leave	55%	5%	5%
Vacation	80%	5%	5%
Retirement Plan	20%	20%	10%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Landscaping and Horticulture Service  
Miscellaneous Amusement, Recreation Service  
Heavy Construction, except Highway

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Very large (3,860 – 4,500)

Gender ratio as reported by responding employers:  
Male - 100%

## OTHER INFORMATION

- Almost all responding employers (90%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99.6%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 10% Graveyard – 10%
- Most responding employers (70%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Supervisory skills, reliability and dependability, ability to operate equipment, ability to learn new landscape techniques, possession of horticulture or pesticide certificate, knowledge of irrigation techniques, English language skills, and knowledge of turf or golf course operations.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 199

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 69%  
New positions ..... 24%  
Promotions ..... 7%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 80%  
Newspaper ads ..... 55%  
Walk-in applicants ..... 45%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

**Required – 20%**      **Preferred – 65%**      **Not Required – 15%**

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 9 months. Other acceptable experience listed by responding employers includes gardening. Many of these employers (47%) will accept training as a substitute for experience.

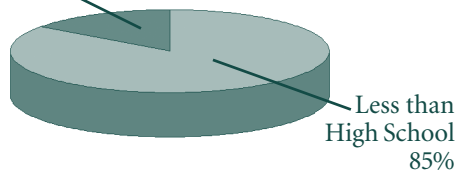
**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 30%**      **Not Required - 70%**

Preferred training ranges from 3 to 12 months or an average of 5 months. Training includes horticulture or landscape maintenance courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED**

High School  
or Equivalent  
15%

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Knowledge of garden tools
- Landscape maintenance skills
- Pruning skills
- Lawn and garden care skills
- Sprinkler installation skills
- Sprinkler repair skills
- Possession of a valid driver's license
- Knowledge of horticulture

**Physical**

- Physical stamina
- Possession of physical agility

**Personal or other**

- Ability to work independently
- Ability to read and follow instruction
- Possession of a reliable vehicle
- Willingness to work with close supervision
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 40%    Remain Stable – 60%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 320 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 37-3011.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 1,530**

Due to growth – 640

Due to separations – 890

**Projected job growth rate for 7-year period:**

16.6% (Average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Landscape Architects

Employers Responded: 7\* • Employees Covered: 14

Landscape Architects plan and design land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.

\*Note: Most Landscape Architects in Ventura County are independent contractors or self-employed.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$15.34 to \$15.34	\$15.34
New hires, experienced	\$12.00 to \$23.66	\$18.00
Three years with firm	\$14.00 to \$25.86	\$20.62

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	14%	43%	0%
Dental Insurance	14%	14%	14%
Vision Insurance	0%	14%	14%
Life Insurance	43%	0%	14%
Sick Leave	57%	0%	0%
Vacation	57%	0%	0%
Retirement Plan	43%	14%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

BASED ON 1999 SURVEY:

Landscape Counseling and Planning  
Local Government  
Architectural Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:

\*Small

Gender ratio as reported by responding employers:  
Male - 64%      Female - 36%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (93%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (43%) promote their employees to higher level positions.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 3

#### SOURCE OF FILLED VACANCIES

New positions ..... 100%

#### PRIMARY RECRUITMENT METHODS

Colleges/Universities ..... 71%  
Newspaper ads ..... 71%  
Internet ..... 43%  
Employee referrals ..... 29%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

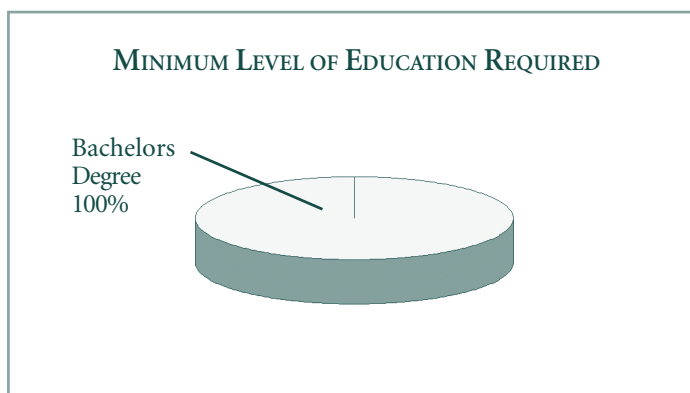
**Required – 86%**      **Preferred – 14%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 48 months or an average of 31 months. Few of these employers (less than 20%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 14%**      **Preferred - 0%**      **Not Required - 86%**

Required training is 12 months. Training includes AutoCAD. All responding employers require a bachelor's degree in Landscape Architecture (BLA or BSLA), which is included in Minimum Level of Education Required.

**LEGALLY MANDATED REQUIREMENTS**

A license by the California Board of Landscape Architecture is required. To qualify for the licensing examination, a candidate must have a combined total of six years of education and work experience. Candidates who hold a BLS or BSLA degree or have completed a certificate program must have two or more years of work experience. – *California Occupational Guide, No. 216; California License Handbook, 5th Edition 1997, page 54*

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (86%)      • Spreadsheet (86%)
- Data Base (71%)      • Desktop Publishing (57%)
- Other (100%) – AutoCAD, CAD, and CAD Landscaping.

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 216* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 17-1012.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS**

TAKEN FROM CALIFORNIA OCCUPATIONAL GUIDE, No. 216:

**Technical**

- Ability to be analytical
- Possession of a bachelor's degree in Landscape Architecture
- Ability to be creative
- Interested in design and environmental planning
- Drafting and graphic skills
- Marketing skills
- Ability to visualize interrelationships

**Personal or other**

- Public contact skills
- Oral communication skills
- Writing skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 57%    Remain Stable – 43%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

Projections are not available for this occupation because the size of the occupation is small.



# Lawyers

Employers Responded: 15 • Employees Covered: 93

Lawyers conduct criminal and civil lawsuits, draw up legal documents, advise clients as to legal rights, and practice other phases of law. They may represent clients in court, or before quasi-judicial or administrative agencies of government. They may specialize in a single area of law such as patent law, corporate law, or criminal law.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$19.23 to \$28.85	\$23.01
New hires, experienced	\$26.44 to \$47.95	\$30.28
Three years with firm	\$31.25 to \$47.95	\$38.46

Other forms of compensation: Some responding employers (33%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	60%	27%	13%
Dental Insurance	27%	13%	7%
Vision Insurance	20%	7%	7%
Life Insurance	60%	13%	13%
Sick Leave	87%	7%	7%
Vacation	87%	7%	7%
Retirement Plan	53%	20%	13%
Child Care	0%	0%	13%

## WHERE THE JOBS ARE

Legal Services

Local Government

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (510 – 570)

Gender ratio as reported by responding employers:  
Male - 75%      Female - 25%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 44 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (53%) promote their employees to higher level positions.
- Skills important for career advancement: Ability to generate client base, marketing and promotional skills, good work ethic, and organizational skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Due to growth, employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 16

#### SOURCE OF FILLED VACANCIES

New positions .....	50%
Employees leaving .....	44%
Promotions .....	6%

#### PRIMARY RECRUITMENT METHODS

Employee referrals .....	60%
Newspaper ads .....	47%
Trade journals .....	40%

## EMPLOYER REQUIREMENTS

### EXPERIENCE

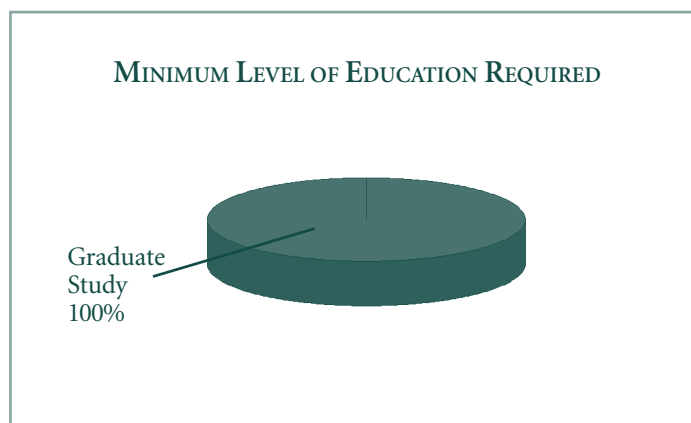
**Required – 53%**      **Preferred – 47%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 84 months or an average of 37 months. None of these employers will accept training as a substitute for experience.

### TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION

**Required - 0%**      **Preferred - 7%**      **Not Required - 93%**

Preferred training is 12 months of computer usage. Required law degree is included in the minimum level of education listed below.



### LEGALLY MANDATED REQUIREMENTS

Admission to the California State Bar is required in order to be licensed to practice law in California. To qualify for admission, applicants must pass the three day California Bar Examination and a one day Multi-state Professional Responsibility Examination. Applicants should have graduated from a law school approved by the American Bar Association or the California State Bar Examiners. – *California Occupational Guide No. 322*

### DESIRED COMPUTER SOFTWARE SKILLS

Almost all responding employers (93%) seek computer skills as follows:

- Word Processing (64%)      • Spreadsheet (29%)
- Data Base (50%)      • Desktop Publishing (0%)
- Other (64%) – Legal database and research programs.

## ADDITIONAL RESOURCES

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 322* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 23-1011.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/oco/home.htm>)

## IMPORTANT JOB QUALIFICATIONS AND SKILLS

### Technical

- Ability to write effectively
- Possession of a law degree (Juris Doctorate)
- Ability to apply the principles of confidentiality
- Ability to draft legal documents
- Ability to follow law office methods and procedures
- Ability to interview others for information
- Ability to use a library for legal research
- Knowledge of court proceedings
- Strong oral communication skills
- Ability to use computerized legal research databases

### Personal or other

- Ability to meet deadlines
- Good judgment and decision making skills
- Ability to read and comprehend information quickly
- Ability to think logically
- Ability to work independently
- Ability to work under pressure
- Active listening skills
- Ability to deal effectively with all kinds of people
- Ability to pay close attention to detail
- Ability to work as part of a team
- Willingness to work nights, weekends, and holidays

## PROJECTIONS

### RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS

Grow – 67%      Remain Stable – 33%      Decline – 0%

### EMPLOYMENT DEVELOPMENT DEPARTMENT OCCUPATIONAL FORECAST 1999–2006

**Projected job openings for 7-year period: 100**  
 Due to growth – 60  
 Due to separations – 40

**Projected job growth rate for 7-year period:**  
 11.8% (Slower than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Librarians – Professional

Employers Responded: 20 • Employees Covered: 72

Librarians, Professional, include persons concerned with administering libraries and performing related library services including selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials or furnishing references, bibliographies, and reader's advisory services. They may select music, films, or other audio-visual material for subject matter of program.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$10.50 to \$11.97	\$11.05
Union	\$12.55 to \$27.96	\$20.05
New hires, experienced		
Non-union	\$9.59 to \$23.97	\$15.34
Union	\$13.18 to \$27.96	\$21.55
Three years with firm		
Non-Union	\$11.50 to \$26.37	\$18.70
Union	\$15.16 to \$37.08	\$22.59

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	55%	30%	0%
Dental Insurance	45%	25%	5%
Vision Insurance	35%	15%	5%
Life Insurance	65%	5%	0%
Sick Leave	85%	0%	0%
Vacation	50%	0%	0%
Retirement Plan	40%	35%	5%
Child Care	5%	0%	5%

## WHERE THE JOBS ARE

Local Government  
Elementary and Secondary Schools  
Colleges and Universities

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (170 – 180)

Gender ratio as reported by responding employers:  
Female - 78%    Male - 22%

## OTHER INFORMATION

- Some responding employers (35%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (83%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 95%    Swing – 15%
- Many responding employers (50%) promote their employees to higher level positions.
- Skills important for career advancement: Administrative, management, or supervisory skills, and ability to use information oriented programs.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to growth and turnover employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 17

#### SOURCE OF FILLED VACANCIES

New positions ..... 53%  
Employees leaving ..... 47%

#### PRIMARY RECRUITMENT METHODS

In-house promotions or transfers ..... 50%  
Newspaper ads ..... 50%  
Colleges/Universities ..... 40%  
Employee referrals ..... 35%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

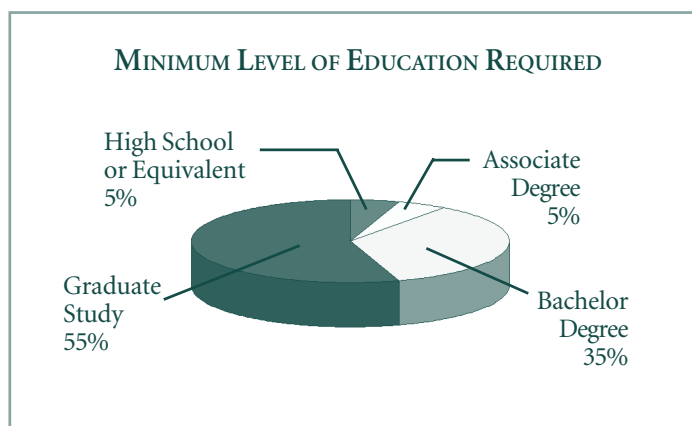
**Required – 50%**      **Preferred – 20%**      **Not Required – 30%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 24 months. Other acceptable experience listed by responding employers includes Teacher experience. Some of these employers (29%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 15%**      **Preferred - 5%**      **Not Required - 80%**

Required or preferred training ranges from 6 to 48 months or an average of 26 months. Training includes course work in library science and computer classes.

**LEGALLY MANDATED REQUIREMENTS**

Public school Librarians need both a teaching credential and a school library media teaching credential. – *California Occupational Guide, No. 154*

**DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (90%) seek computer skills as follows:

- Word Processing (67%)      • Spreadsheet (50%)
- Data Base (44%)      • Desktop Publishing (17%)
- Other (67%) – Information retrieval programs, library data systems, the Internet, and Powerpoint.

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 154* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- *O\*Net* (<http://online.onetcenter.org>), SOC Code 25-4021.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to manage an activity or department
- Ability to plan and organize the work of others
- Ability to classify publications under the Dewey Decimal system
- Ability to use information retrieval systems
- Ability to use computerized reference material
- Ability to use the Internet
- Ability to write effectively

**Physical**

- Ability to sit continuously for prolonged periods of times

**Personal or other**

- Ability to read and comprehend information quickly
- Information organization skills
- Oral communication skills
- Ability to work independently
- Public contact skills
- Ability to manage unexpected situations
- Ability to manage multiple priorities
- Ability to write legibly

**New skills needed as reported by responding employers**

- Ability to use emerging information search technology.

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 20%      Remain Stable – 75%      Decline – 5%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006****Projected job openings for 7-year period: 40**

Due to growth – 10

Due to separations – 30

**Projected job growth rate for 7-year period:**

5.9% (Slower than average)

Average growth rate for all occupations - 17.3%

# Licensed Vocational Nurses

Employers Responded: 18 • Employees Covered: 294

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.52 to \$19.00	\$14.73
New hires, experienced	\$11.56 to \$19.00	\$15.50
Three years with firm	\$15.00 to \$20.00	\$17.28

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	33%	0%	67%	33%	0%	0%
Dental Insurance	17%	0%	72%	28%	11%	11%
Vision Insurance	6%	0%	61%	22%	0%	0%
Life Insurance	39%	6%	33%	6%	11%	6%
Sick Leave	83%	22%	11%	6%	0%	0%
Vacation	83%	22%	11%	6%	0%	0%
Retirement Plan	22%	6%	22%	11%	11%	6%
Child Care	0%	0%	11%	6%	0%	0%

## WHERE THE JOBS ARE

Hospitals  
Offices & Clinics of Medical Doctors  
Nursing and Personal Care Facilities  
Home Health Care Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (910 – 930)

Gender ratio as reported by responding employers:  
Female - 88%    Male - 12%

## OTHER INFORMATION

- Almost all responding employers (89%) reported that wages *are not* subject to collective bargaining or union agreements.
- Most employees (67%) work full-time, 39 hours per week weighted average. Some employees (20%) work part-time, 23 hours per week weighted average.
- Shifts worked: Day – 89%    Graveyard – 89%  
Swing – 72%
- Almost all responding employers (94%) promote their employees to higher level positions.
- Skills and licensing important for career advancement: Ability to pass Registered Nurse licensing exam, supervisory skills, and patient assessment skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	●	○	○

*Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

*Due to high turnover, employer demand is considerably greater than the supply of qualified inexperienced applicants. Employers often cannot find qualified applicants when an opening exists and qualified applicants encounter no competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 66

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 73%  
New positions ..... 15%  
Temporary, on call, or seasonal positions ..... 10%  
Promotions ..... 2%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 89%  
Employee referrals ..... 83%  
Walk-in applicants ..... 56%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

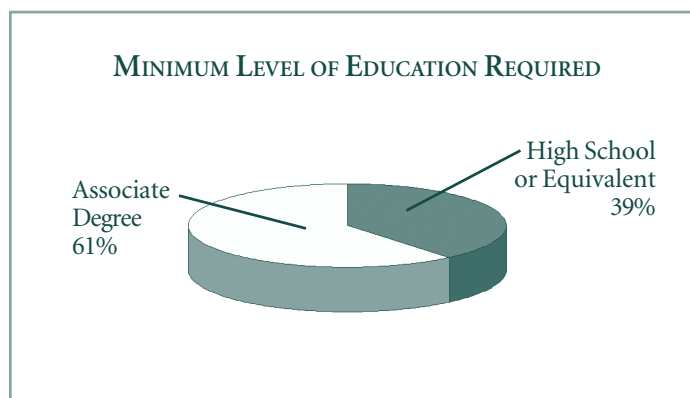
**Required – 27%**      **Preferred – 56%**      **Not Required – 17%**

Required or preferred experience in this occupation ranges from 3 to 12 months or an average of 10 months. Many of these employers (40%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required – 94%**      **Preferred – 6%**      **Not Required – 0%**

Required or preferred training ranges from 12 to 24 months or an average of 22 months. Training includes Licensed Vocational Nurse certification program. LVN training can also be included in the Associate Degree listed below under Minimum Level of Education Required.

**LEGALLY MANDATED REQUIREMENTS**

State law requires that LVNs be licensed under the provisions of the Vocational Nursing Practice Act, which is administered by the Board of Vocational Nurses and Psychiatric Technician Examiners. To qualify for a license an applicant must be at least 17 years old, have graduated from a state-approved school of vocational nursing, and pass the licensing exam. – *California Occupation Guide 313*

**DESIRED COMPUTER SOFTWARE SKILLS**

Many responding employers (50%) seek computer skills as follows:

- ☛ Word Processing (56%)      ☛ Spreadsheet (11%)
- ☛ Data Base (44%)      ☛ Desktop Publishing (0%)
- ☛ Other (44%) – Industry software.

**ADDITIONAL RESOURCES**

- ☛ *California Licensed Vocational Nurses' Association* ([www.clvna.org](http://www.clvna.org))
- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 313* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *O\*Net* (<http://online.onetcenter.org>), SOC Code 29-2061.00
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to detect complications in patients
- ☛ Ability to pass vocational nurse licensing exam
- ☛ Ability to provide personal services to patients
- ☛ Record keeping skills
- ☛ Ability to refer to medical reference information
- ☛ Ability to take vital signs
- ☛ Basic math skills
- ☛ Knowledge of medical terminology
- ☛ Ability to administer injections
- ☛ Ability to follow laboratory procedures
- ☛ Understanding of asepsis
- ☛ Ability to apply transferring techniques moving patients

**Physical**

- ☛ Ability to lift and move patients

**Personal or other**

- ☛ Ability to read and follow instructions
- ☛ Ability to relate to patients
- ☛ Ability to work independently
- ☛ Caring and sympathetic attitude
- ☛ Good judgment and decision making skills
- ☛ Willingness to work nights, weekends, and holidays
- ☛ Ability to handle crisis situations
- ☛ Ability to write legibly
- ☛ Oral communication
- ☛ Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 28%      Remain Stable – 72%      Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 160**

Due to growth – 20

Due to separations – 140

**Projected job growth rate for 7-year period:**

2.2% (Slower than average)

Average growth rate for all occupations - 17.3%



# Loan Officers and Counselors

Employers Responded: 15 • Employees Covered: 348

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.07 to \$17.26	\$11.74
New hires, experienced	\$8.63 to \$28.77	\$14.38
Three years with firm	\$8.63 to \$47.95	\$28.77

Few employers do not require experience *in this occupation* but do accept in-house experience in other positions, resulting in the higher wage range for new hires, no experience.

Other forms of compensation: Most responding employers (67%) pay commissions in addition to a base salary or draw, or pay commissions only. These have been converted to an hourly wage and are included in the above wage range.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	33%	0%
Dental Insurance	40%	27%	7%
Vision Insurance	40%	13%	0%
Life Insurance	53%	20%	7%
Sick Leave	73%	0%	0%
Vacation	73%	0%	0%
Retirement Plan	33%	47%	0%
Child Care	0%	7%	7%

## WHERE THE JOBS ARE

Mortgage Bankers and Brokers  
Commercial Banks

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Not available

Gender ratio as reported by responding employers:  
Female - 64%    Male - 36%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (89%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 93%    Swing – 40%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement: Computer skills, management skills, and ability to negotiate and solve problems.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to turnover and new positions, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 275

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 42%  
New positions ..... 34%  
Promotions ..... 24%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 93%  
Other – networking ..... 73%  
Newspaper ads ..... 53%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

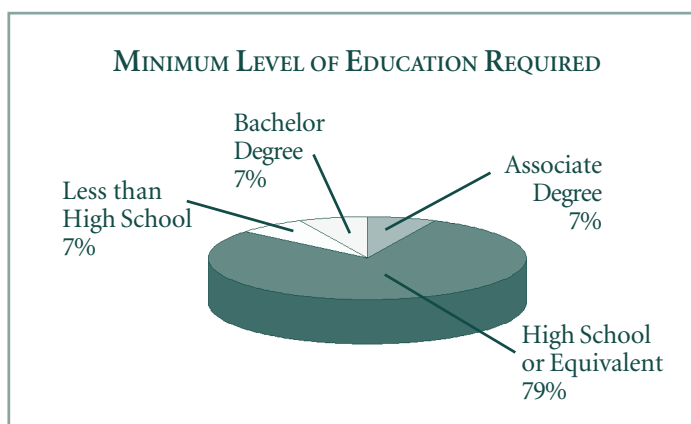
**Required – 60%**      **Preferred – 33%**      **Not Required – 7%**

Required or preferred experience in this occupation ranges from 3 to 60 months or an average of 24 months. Other acceptable experience listed by responding employers includes sales, banking, and customer service. Few of these employers (7%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 13%**      **Preferred - 7%**      **Not Required - 80%**

Required or preferred training ranges from 3 to 12 months or an average of 7 months. Training includes accounting, computer or real estate courses.

**DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (87%) seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (62%)
- Data Base (31%)      • Desktop Publishing (15%)
- Other (46%) – In-house industry programs and e-mail.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to apply sales techniques
- Ability to handle credit and collections
- Ability to interview others for information
- Ability to write effectively
- Ability to analyze statistics
- Business math skills
- Knowledge of government loan procedures
- Record keeping skills
- Report writing skills
- Understanding of mortgage banking
- Understanding of conventional loans
- Understanding of regulations affecting financial institutions

**Personal or other**

- Ability to read and follow instructions
- Ability to think logically
- Ability to work independently
- Ability to write legibly
- Customer service skills
- Oral communication skills
- Public contact skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 40%      Remain Stable – 60%      Decline – 0%

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 13-2071.00, 13-2072.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

Projections are not available  
for this occupation

# Lodging Managers

Employers Responded: 16 • Employees Covered: 39

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$14.38	\$7.25
New hires, experienced	\$6.50 to \$15.98	\$10.05
Three years with firm	\$9.58 to \$20.75	\$15.79

Some responding employers (31%) reported that they pay bonuses. Some employers (25%) provide lodging, which is included in the above wage range.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	6%	63%	6%
Dental Insurance	0%	44%	19%
Vision Insurance	0%	44%	13%
Life Insurance	0%	44%	13%
Sick Leave	56%	6%	6%
Vacation	94%	0%	0%
Retirement Plan	6%	44%	0%
Child Care	0%	13%	0%

## WHERE THE JOBS ARE

Hotels and Motels

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006  
None available

Gender ratio as reported by responding employers:  
Female - 62%    Male - 38%

## OTHER INFORMATION

- ☛ All responding employers reported that wages are not subject to collective bargaining or union agreements.
- ☛ All employees work full-time, 45 hours per week weighted average.
- ☛ Shifts worked: Day – 100%    Swing – 63%  
Graveyard – 13%
- ☛ Many responding employers (50%) promote their employees to higher level positions.
- ☛ Skills important for career advancement: General management skills, financial skills, and sales ability.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 12

#### SOURCE OF FILLED VACANCIES

Promotions .....	50%
Employees leaving .....	25%
New positions .....	25%

#### PRIMARY RECRUITMENT METHODS

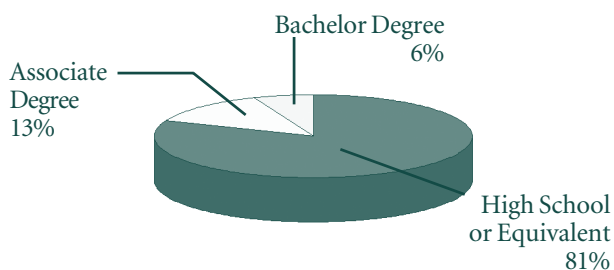
Newspaper ads .....	69%
Employee referrals .....	63%
In-house promotions or transfers .....	63%
Walk-in applicants .....	25%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 74%****Preferred – 13%****Not Required – 13%**

Required or preferred experience in this occupation ranges from 12 to 48 months or an average of 21 months. Other acceptable experience listed by responding employers includes customer service, management, and sales. Many of these employers (43%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 13%****Preferred - 19%****Not Required - 68%**

Required or preferred training ranges from 2 to 12 months or an average of 7 months. Training includes hotel management.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (75%) seek computer skills as follows:

- Word Processing (83%)
- Spreadsheet (58%)
- Data Base (25%)
- Desktop Publishing (8%)
- Other (67%) – Hotel industry applications.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Business math skills
- Ability to maintain financial records
- Ability to plan and organize the work of others
- Ability to follow purchasing procedures
- Record keeping skills
- Knowledge of inventory techniques
- Ability to write effectively
- Problem solving skills
- Information organization skills
- Computer literacy

**Personal or other**

- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Customer service skills
- Ability to read and follow instructions
- Oral communication skills
- Willingness to work as a team member
- Reading and comprehension skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 6%    Remain Stable – 94%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 114 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 11-9081.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

Projections are not available  
for this occupation

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Machinists

Employers Responded: 19 • Employees Covered: 251

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.50 to \$8.00	\$8.00
New hires, experienced	\$8.00 to \$17.00	\$12.00
Three years with firm	\$10.00 to \$21.58	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	58%	37%	0%
Dental Insurance	26%	11%	47%
Vision Insurance	0%	21%	47%
Life Insurance	63%	16%	5%
Sick Leave	16%	0%	5%
Vacation	95%	5%	0%
Retirement Plan	32%	26%	16%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Machine Tools, Metal Cutting Types  
Industrial Machinery, NEC

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium/Large (730–870)

Gender ratio as reported by responding employers:  
Male - 99%      Female - 1%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 37%  
Graveyard – 5%
- Most responding employers (79%) promote their employees to higher level positions.
- Skills important for career advancement: Knowledge of CNC, CAD and CAM programming; ability to keep up with new equipment and upgrades; and knowledge of company product.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Due to high turnover, employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 61

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 80%  
New positions ..... 10%  
Promotions ..... 10%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 68%  
Employee referrals ..... 63%  
Walk-in applicants ..... 47%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

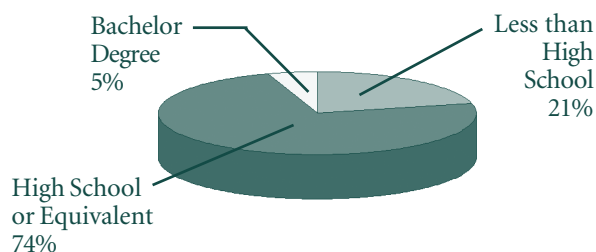
**Required – 84%**      **Preferred – 16%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 28 months. Many of these employers (42%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 16%**      **Preferred -42%**      **Not Required - 42%**

Required or preferred training ranges from 6 to 24 months or an average of 13 months. Training includes machine shop classes, Computer Numerically Controlled (CNC) programming, and blueprint reading courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (63%) seek computer skills as follows:

- Word Processing (25%)      • Spreadsheet (8%)
- Data Base (25%)
- Other (92%) – CAD, CAM, CNC, Gibbs System, and AutoCAD.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to operate numerically controlled (NC) machines
- Understanding military specifications
- Shop math skills
- Ability to read blueprints
- Ability to use hand tools
- Ability to operate computer numerically controlled machines (CNC)
- Ability to use precision tools
- Ability to write effectively

**Physical**

- Manual dexterity
- Ability to stand continuously for 2 or more hours
- Ability to perform precision work
- Ability to lift at least 50 lbs. repeatedly

**Personal or other**

- Ability to provide own hand tools
- Willingness to work with close supervision
- Ability to work independently
- Ability to read and follow instructions
- Ability to write legibly
- Oral communications skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 32%    Remain Stable – 58%    Decline – 10%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 9 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 51-4041.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 250**  
 Due to growth – 140  
 Due to separations – 110

**Projected job growth rate for 7-year period:**  
 19.2% (Faster than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Medical Assistants

Employers Responded: 18 • Employees Covered: 94

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.50 to \$10.00	\$9.00
New hires, experienced	\$9.50 to \$13.00	\$11.00
Three years with firm	\$10.00 to \$16.00	\$13.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	83%	17%	0%
Dental Insurance	28%	11%	17%
Vision Insurance	22%	6%	11%
Life Insurance	39%	6%	11%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	39%	17%	17%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Offices and Clinics of Medical Doctors

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (870 – 1,040)

Gender ratio as reported by responding employers:  
Female - 96%    Male - 4%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (86%) work full-time, 40 hours per week weighted average. Few employees work full-time, 30 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (67%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills; dependable, reliability and efficiency; ability to learn new clinical skills and ability to work as a team.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

HIRED IN THE PAST 12 MONTHS: 26

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 58%  
New positions ..... 27%  
Temporary, on call, or seasonal positions ..... 15%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 83%  
Newspaper ads ..... 78%  
School/program referrals ..... 39%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 50%****Preferred – 50%****Not Required – 0%**

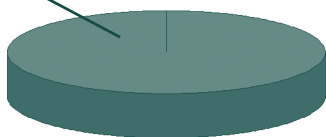
Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 11 months. Other acceptable experience listed by responding employers includes other medical experience or Certified Nursing Assistant (CNA). Most of these employers (61%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 66%****Preferred - 17%****Not Required - 17%**

Required or preferred training ranges from 1 to 12 months or an average of 7 months. Training includes medical assistant certification or medical back office course.

**MINIMUM LEVEL OF EDUCATION REQUIRED**

High School  
or Equivalent  
100%

**LEGALLY MANDATED REQUIREMENTS**

Medical Assistants are *not licensed, certified, or registered* by the State of California. However, medical assistant training is regulated by the state. Experience requirements are ten hours of training and ten performances each of the various injections (intradermal, subcutaneous, and intramuscular), blood withdrawal and skin testing. Those who meet the qualifications of the American Association of Medical Assistants may get certified after passing a written test. – *California's Professional & Business License Handbook, August 1999*

**DESIRED COMPUTER SOFTWARE SKILLS**

Some responding employers (39%) seek computer skills as follows:

- Word Processing (86%)      • Data Base (14%)
- Other (43%) – Medical management programs.

**ADDITIONAL RESOURCES**

- American Association of Medical Assistants ([www.aama-ntl.org](http://www.aama-ntl.org))
- Employment Development Department, California Labor Market Information – Occupational Guide, No. 513 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 31-9092.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Knowledge of medical terminology
- Telephone answering skills
- Ability to administer injections
- Ability to apply sterilization techniques
- Basic math skills
- Ability to write effectively
- Ability to follow laboratory procedures
- Blood drawing skills
- Ability to use industry related computer applications
- Understanding of inventory techniques
- Equipment selection skills
- Medical record keeping skills

**Personal or other**

- Ability to read and follow instructions
- Ability to relate to patients
- Ability to work independently
- Oral communication
- Ability to handle crisis situations
- Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 44%    Remain Stable – 56%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 330**

Due to growth – 170

Due to separations – 160

**Projected job growth rate for 7-year period:**

19.5% (Faster than average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Medical Records Technicians

Employers Responded: 18 • Employees Covered: 121

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$9.50	\$7.66
New hires, experienced	\$6.00 to \$10.00	\$8.00
Three years with firm	\$7.00 to \$12.25	\$9.66

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	56%	28%	11%
Dental Insurance	33%	22%	22%
Vision Insurance	17%	11%	28%
Life Insurance	56%	6%	0%
Sick Leave	78%	6%	6%
Vacation	72%	6%	6%
Retirement Plan	44%	17%	6%
Child Care	0%	0%	11%

## WHERE THE JOBS ARE

General Medical and Surgical Hospital  
Offices & Clinics of Medical Doctors  
Skilled Nursing Care Facilities

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (180 – 220)

Gender ratio as reported by responding employers:  
Female - 90%    Male - 10%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (90%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 17%
- Most responding employers (72%) promote their employees to higher level positions.
- Skills important for career advancement: Ability to learn and develop medical record coding skills, ability to meet medical record management requirements, and computer skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	○	●

*Due to turnover and promotions, employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

*Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.*

### HIRED IN THE PAST 12 MONTHS: 45

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 67%  
Promotions ..... 24%  
New positions ..... 7%  
Temporary, on call, or seasonal positions ..... 2%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 83%  
Employee referrals ..... 72%  
In-house promotions or transfers ..... 39%  
Walk-in applicants ..... 39%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

**Required – 33%**      **Preferred – 56%**      **Not Required – 11%**

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 10 months. Other acceptable experience listed by responding employers includes medical front or back office and general office. Most of these employers (75%) will accept training as a substitute for experience.

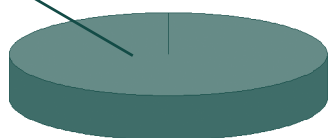
**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 6%**      **Preferred - 17%**      **Not Required - 77%**

Required or preferred training ranges from 6 to 12 months, or an average of 11 months. Training includes medical record coding and medical office or health related courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED**

High School  
or Equivalent  
100%

**LEGALLY MANDATED REQUIREMENTS**

California requires certification only for those technicians who actually manage medical record departments. To be certified, Medical Record Technicians need an associate degree. Graduates are eligible to take the test given by the American Health Information Management Association (AHIMA) to be certified as Accredited Record Technicians (ARTs). — *California Occupational Guide, No. 134*

**DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (61%) seek computer skills as follows:

- Word Processing (64%)      • Spreadsheet (18%)
- Data Base (91%)      • Desktop Publishing (9%)
- Other (27%) – Clinical systems.

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 134* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 29-2071.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Knowledge of physiology
- Knowledge of anatomy
- Ability to transcribe medical records and reports
- Ability to follow medical records control procedures
- Knowledge of disease processes
- ICD-9-CM coding skills
- Knowledge of CPT-4 coding
- Knowledge of DRGs
- Alphabetic and numeric filing skills
- Understanding of Medicare rules and regulations
- Accredited Record Technician (ART)
- Ability to apply JCAH and Title 22 rules and regulations
- Ability to write effectively
- Knowledge of medical terminology
- Analytical skills
- Ability to type at least 45 wpm

**Personal or other**

- Willingness to work with close supervision
- Ability to pay attention to detail
- Ability to work independently
- Ability to work under pressure
- Basic math skills
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 22%      Remain Stable – 78%      Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 70**

Due to growth – 40

Due to separations – 30

**Projected job growth rate for 7-year period:**

22.2% (Faster than average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Occupational Therapists

Employers Responded: 15 • Employees Covered: 79

Occupational Therapists plan, organize, and participate in medically oriented occupational programs in hospitals or similar institutions to rehabilitate patients who are physically or mentally ill.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$17.41 to \$21.00	\$18.27
New hires, experienced	\$20.00 to \$26.00	\$24.00
Three years with firm	\$21.00 to \$30.00	\$25.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	27%	0%	47%	27%	0%	7%
Dental Insurance	20%	0%	40%	20%	7%	13%
Vision Insurance	13%	0%	13%	7%	13%	13%
Life Insurance	53%	13%	0%	7%	7%	7%
Sick Leave	73%	33%	0%	7%	0%	7%
Vacation	73%	33%	0%	7%	0%	7%
Retirement Plan	40%	27%	27%	13%	0%	0%
Child Care	0%	0%	13%	7%	13%	7%

## WHERE THE JOBS ARE

General Medical and Surgical Hospital  
Offices of Health Practitioners, NEC

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (80 – 90)

Gender ratio as reported by responding employers:  
Female - 89%    Male - 11%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Some employees (36%) work full-time, 40 hours per week weighted average. Some employees (33%) work temporary or on call, 13 hours per week weighted average. Some employees (30%) work part-time, 25 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 7%
- Many responding employers (53%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Management and leadership skills, and continuing education.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 24

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 50%  
New positions ..... 29%  
Temporary, on call, or seasonal positions ..... 21%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 73%  
Colleges/Universities ..... 40%  
Employee referrals ..... 40%  
Trade journals ..... 27%  
Walk-in applicants ..... 27%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

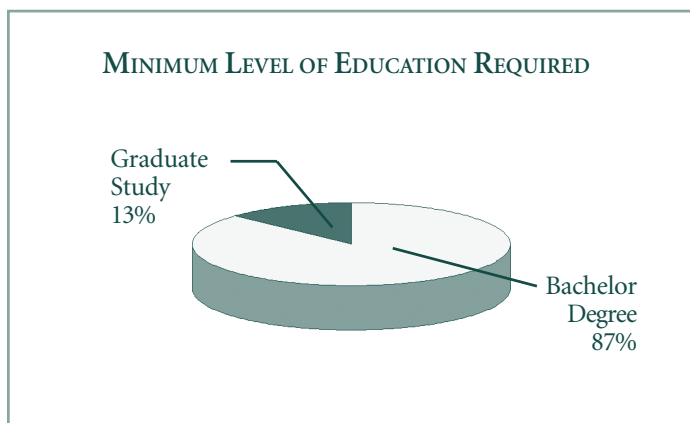
**Required – 67%**      **Preferred – 33%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 48 months or an average of 22 months. Some of these employers (20%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 7%**      **Preferred - 0%**      **Not Required - 93%**

All responding employers require a bachelor's degree in occupational therapy, which is included in Minimum Level of Education Required. The four-year program includes six to nine months of clinical work.

**LEGALLY MANDATED REQUIREMENTS**

The state of California does not license occupational therapy practitioners. Persons who obtain certification from the National Board for Certification in Occupational Therapy (NBCOT) may publicly hold themselves out as professional occupational therapy practitioners in the state of California. A Therapist must be a graduate of an occupational therapy curriculum that is accredited by the American Occupational Therapy Association (AOTA), World Federation of Occupational Therapy, or another nationally recognized accrediting agency. — *Occupational Therapy Association of California, Inc.*

**DESIRED COMPUTER SOFTWARE SKILLS**

Many responding employers (40%) seek computer skills as follows:

- Word Processing (67%)      • Data Base (17%)
- Other (17%)

**ADDITIONAL RESOURCES**

- American Occupational Therapy Association ([www.aota.org](http://www.aota.org))
- Employment Development Department, California Labor Market Information – Occupational Guide, No. 143 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 29-1122.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to plan and organize the work of others
- Record keeping skills
- Knowledge of geriatrics
- Certified Occupational Therapy Assistant
- Ability to write effectively
- Problem solving skills

**Physical**

- Good physical condition
- Possession of emotional stability

**Personal or other**

- Ability to relate to patients
- Willingness to work with close supervision
- Ability to work as part of a team
- Imagination and creativity
- Ability to work independently
- Empathetic
- Ability to exercise patience
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 20%      Remain Stable – 67%      Decline – 13%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 20**

Due to growth – 10

Due to separations – 10

**Projected job growth rate for 7-year period:**

12.5% (Slower than average)

Average growth rate for all occupations - 17.3%



# Operating Engineers

Employers Responded: 17 • Employees Covered: 216

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	Not applicable	
New hires, experienced		
Union	\$26.19 to \$32.19	\$29.54
Non-union	\$15.00 to \$24.16	\$18.25
Three years with firm		
Union	\$28.29 to \$32.19	\$29.76
Non-union	\$19.00 to \$29.92	\$21.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	82%	0%	0%
Dental Insurance	82%	0%	0%
Vision Insurance	71%	0%	0%
Life Insurance	82%	0%	0%
Sick Leave	0%	0%	0%
Vacation	82%	0%	0%
Retirement Plan	76%	6%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Heavy Construction, except Highway  
Highway and Street Construction

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small/Medium (400 – 560)

Gender ratio as reported by responding employers:  
Male - 100%

## OTHER INFORMATION

- Most responding employers (76%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (93%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100% Swing – 12% Graveyard – 12%
- Many responding employers (53%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills, extensive knowledge of the equipment or the industry, and project planning skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	Not applicable		

*Employer demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 61

#### SOURCE OF FILLED VACANCIES

Temporary, on call, or seasonal positions .....	60%
New positions .....	25%
Employees leaving .....	13%
Promotions .....	2%

#### PRIMARY RECRUITMENT METHODS

Union hall referrals .....	76%
Employee referrals .....	41%
Walk-in applicants .....	41%
Newspaper ads .....	18%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

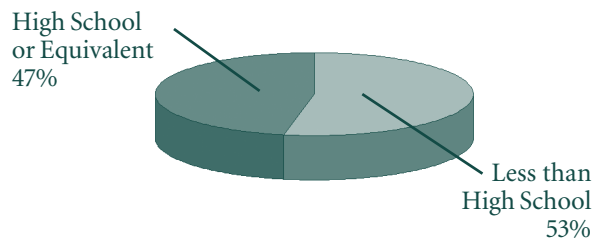
**Required – 100%**      **Preferred – 0%**      **Not Required – 0%**

Required experience in this occupation ranges from 6 to 48 months or an average of 29 months. Most of these employers (71%) will accept apprenticeship training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 65%**      **Preferred - 12%**      **Not Required - 23%**

Required or preferred training ranges from 1 to 48 months or an average of 29 months. Training includes union apprenticeship program or safety training.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (6%) seek computer skills as follows:

- Spreadsheet (100%)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to follow safe equipment operating practices
- Ability to operate a variety of equipment
- Basic construction skills
- Ability to read working drawings
- Ability to make routine equipment repairs
- Certified for special construction equipment
- Ability to read blueprints
- Basic math skills

**Physical**

- Ability to perform strenuous physically demanding work
- Good eye-hand coordination
- Ability to lift at least 50 lbs. repeatedly

**Personal or other**

- Possession of a good DMV driving record
- Ability to work independently
- Possession of mechanical aptitude
- Ability to tolerate noise
- Ability to read and follow instructions
- Oral communication skills
- Willingness to work with close supervision
- Ability to write legibly

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 24%    Remain Stable – 76%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 147 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 47-2073.00, 47-2073.02
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 220**  
 Due to growth – 160  
 Due to separations – 60

**Projected job growth rate for 7-year period:**  
 40% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

# Order Clerks – Materials, Merchandise and Service

Employers Responded: 18 • Employees Covered: 162

Order Clerks, Materials, Merchandise, and Service receive and process incoming orders for materials, merchandise, or services such as repairs, installations, or rental of facilities. Additional duties include informing customers of receipt of order, prices, shipping dates, and delays, preparing contracts, and handling complaints. Does not include workers who dispatch as well as take orders for services.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$10.00	\$8.00
New hires, experienced	\$8.00 to \$14.38	\$10.49
Three years with firm	\$9.00 to \$15.82	\$12.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	33%	67%	0%
Dental Insurance	17%	61%	17%
Vision Insurance	11%	22%	6%
Life Insurance	61%	22%	6%
Sick Leave	61%	6%	0%
Vacation	89%	6%	0%
Retirement Plan	44%	44%	6%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Manufacturing – Drugs  
Air Transportation, Scheduled  
Electrical Goods  
Telephone Communications

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (1,380 – 1,640)

Gender ratio as reported by responding employers:  
Female - 75%    Male - 25%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (98%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (83%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/management skills, knowledge of product and company, accurate/quality work, organizational/multi-tasking skills, good math skills, and sales skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 63

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 76%  
Temporary, on call, or seasonal positions ..... 12%  
Promotions ..... 6%  
New positions ..... 6%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 67%  
Private employment agencies ..... 61%  
Employee referrals ..... 56%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

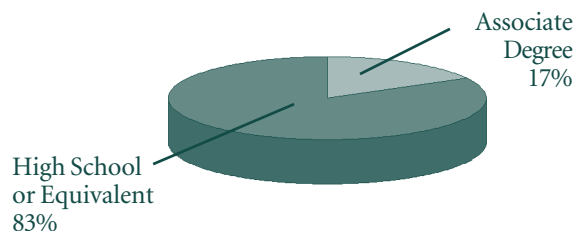
**Required – 61%**      **Preferred – 33%**      **Not Required – 6%**

Required or preferred experience in this occupation ranges from 3 to 24 months or an average of 12 months. Other acceptable experience listed by responding employers includes customer service and data entry. Some of these employers (24%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 6%**      **Not Required - 94%**

Preferred training is 3 months of data entry.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (94%) seek computer skills as follows:

- Word Processing (59%)      • Spreadsheet (35%)
- Data Base (53%)      • Desktop Publishing (6%)
- Other (29%) – Accounting programs and industry software.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to process orders for products or services
- Basic math skills
- Ability to use computer controlled processes
- Ability to accurately record and report information
- Ability to write effectively
- Telephone answering skills
- Alphabetic and numeric filing skills
- Understanding of inventory techniques

**Physical**

- Ability to sit continuously for 2 or more hours

**Personal or other**

- Customer service skills
- Oral communication skills
- Ability to pay close attention to detail
- Ability to work independently
- Ability to read and follow instructions
- Ability to write legibly
- Ability to set work priorities
- Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 11%      Remain Stable – 83%      Decline – 6%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 510**

Due to growth – 260

Due to separations – 250

**Projected job growth rate for 7-year period:**

18.8% (Average)

Average growth rate for all occupations - 17.3%

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 43-4151.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Packaging and Filling Machine Operators and Tenders

Employers Responded: 15 • Employees Covered: 629

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.25 to \$10.00	\$8.21
New hires, experienced	\$6.75 to \$12.95	\$9.16
Three years with firm	\$7.40 to \$17.94	\$11.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	36%	64%	0%
Dental Insurance	43%	43%	7%
Vision Insurance	21%	21%	7%
Life Insurance	71%	14%	0%
Sick Leave	64%	7%	0%
Vacation	93%	7%	0%
Retirement Plan	43%	43%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Manufacturing – Drugs  
Preserved Fruits and Vegetables  
Plastics, Materials, and Synthetics  
Miscellaneous Plastic Products, NEC  
Personnel Supply Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium/Large (610–840)

Gender ratio as reported by responding employers:  
Male - 74%      Female - 26%

## OTHER INFORMATION

- Almost all responding employers (93%) reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 40%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills, technical/mechanical skills, product or process knowledge, efficiency, reliability and dependability, and ability to work well with others.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Not Applicable		
Inexperienced	○	○	●

*Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.*

**HIRED IN THE PAST 12 MONTHS:** 84

### SOURCE OF FILLED VACANCIES

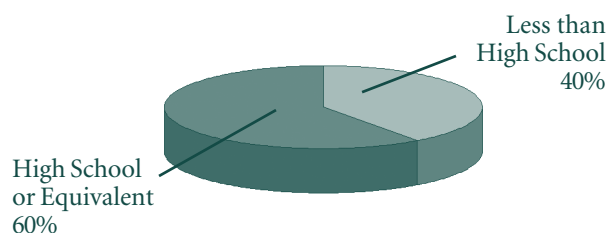
Employees leaving ..... 77%  
New positions ..... 11%  
Temporary, on call, or seasonal positions ..... 8%  
Promotions ..... 4%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 80%  
Private employment agencies ..... 47%  
Walk-in applicants ..... 47%  
In-house promotions or transfers ..... 40%  
Newspaper ads ..... 40%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 0%****Preferred – 53%****Not Required – 47%**

Preferred experience in this occupation ranges from 3 to 24 months or an average of 11 months. Other acceptable experience listed by responding employers includes in-house or industry related positions. Some of these employers (25%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 0%****Preferred - 0%****Not Required - 100%****MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (13%) seek computer skills as follows:

- ☛ Word Processing (50%)      ☛ Spreadsheet (100%)
- ☛ Data Base (50%)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to follow safe equipment operating practices
- ☛ Basic math skills

**Physical**

- ☛ Ability to stand continuously for 2 or more hours

**Personal or other**

- ☛ Ability to follow oral instructions
- ☛ Ability to perform routine, repetitive work
- ☛ Oral communication skills
- ☛ Ability to read and follow instructions
- ☛ Ability to work independently
- ☛ Ability to write legibly
- ☛ Willingness to work under close supervision
- ☛ Possession of mechanical aptitude

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 27%    Remain Stable – 66%    Decline – 7%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period:** 360  
 Due to growth – 230  
 Due to separations – 130

**Projected job growth rate for 7-year period:**  
 37.7% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

**ADDITIONAL RESOURCES**

- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 51-9111.00
- ☛ U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198



# Painters, Paperhangers – Construction and Maintenance

Employers Responded: 15 • Employees Covered: 148

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$10.00	\$8.25
New hires, experienced	\$9.00 to \$15.50	\$11.00
Three years with firm	\$10.00 to \$19.00	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	20%	20%	0%
Dental Insurance	7%	7%	0%
Vision Insurance	0%	7%	0%
Life Insurance	7%	7%	0%
Sick Leave	13%	0%	0%
Vacation	33%	0%	0%
Retirement Plan	0%	7%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Painting and Paper Hanging  
Residential Building Contractors  
Masonry, Stonework, and Plastering

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (920 – 1,280)

Gender ratio as reported by responding employers:  
Male - 99%      Female - 1%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (84%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (60%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory/leadership skills and dependability and reliability.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 60**

### SOURCE OF FILLED VACANCIES

Employees leaving .....	51%
New positions .....	37%
Temporary, on call, or seasonal positions .....	7%
Promotions .....	5%

### PRIMARY RECRUITMENT METHODS

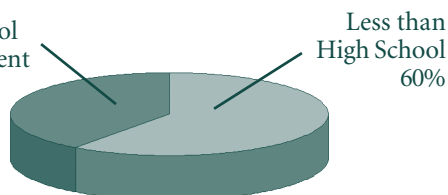
Employee referrals .....	93%
Walk-in applicants .....	53%
Newspaper ads .....	33%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 60%****Preferred – 33%****Not Required – 7%**

Required or preferred experience in this occupation ranges from 3 to 120 months or an average of 23 months. Other acceptable experience listed by responding employers includes positions in related trades. Some of these employers (36%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 0%****Preferred - 0%****Not Required - 100%****MINIMUM LEVEL OF EDUCATION REQUIRED**

High School  
or Equivalent  
40%



Less than  
High School  
60%

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Brush painting skills
- Knowledge of paints and related chemicals
- Roller painting skills
- Surface preparation skills
- Spray painting skills
- Basic math skills
- Drywall installation and repair skills

**Physical**

- Ability to work from ladders and scaffolds
- Ability to stand continuously for 2 or more hours
- Arm-hand steadiness
- Ability to lift at least 25 lbs. repeatedly
- Ability to tolerate dust and paint fumes
- Good eye-hand coordination
- Possession of good color perception

**Personal or other**

- Ability to pay attention to detail
- Ability to read and follow instructions
- Possession of a reliable vehicle
- Willingness to work with close supervision
- Oral communication skills
- Ability to work independently
- Customer service skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 0%    Remain Stable – 73%    Decline – 27%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 148
- O\*Net (<http://online.onetcenter.org>), SOC Code 47-2141.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period:** 560  
 Due to growth – 360  
 Due to separations – 200

**Projected job growth rate for 7-year period:**  
 39.1% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

# Paralegal Personnel

Employers Responded: 19 • Employees Covered: 54

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$11.51 to \$22.37	\$15.00
New hires, experienced	\$12.00 to \$24.29	\$19.38
Three years with firm	\$19.18 to \$30.68	\$22.53

Other forms of compensation: Some responding employers (26%) reported that they pay bonuses.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	58%	21%	0%
Dental Insurance	26%	11%	0%
Vision Insurance	11%	5%	0%
Life Insurance	42%	16%	0%
Sick Leave	68%	5%	0%
Vacation	79%	5%	0%
Retirement Plan	42%	11%	11%
Child Care	0%	0%	5%

## WHERE THE JOBS ARE

Legal Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (130 – 190)

Gender ratio as reported by responding employers:  
Female - 93%      Male - 7%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (47%) promote their employees to higher level positions.
- Qualification for career advancement: Possession of law degree.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 15**

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 47%  
New positions ..... 40%  
Promotions ..... 13%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 79%  
Employee referrals ..... 53%  
In-house promotions or transfers ..... 21%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

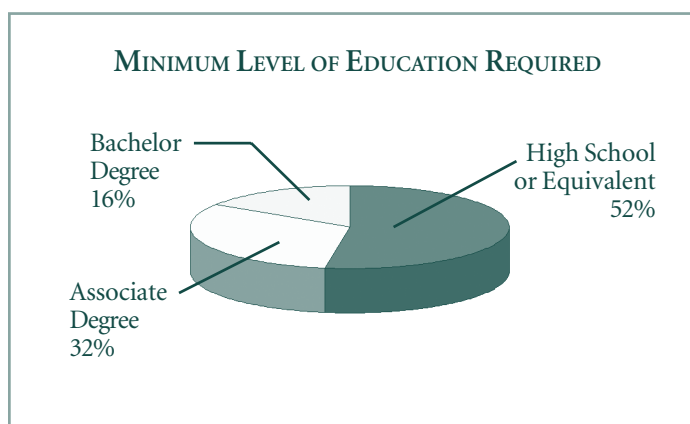
**Required – 58%**      **Preferred – 42%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 27 months. Other acceptable experience listed by responding employers includes legal secretary or legal assistant. Many of these employers (47%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 53%**      **Preferred - 26%**      **Not Required - 21%**

Required or preferred training ranges from 3 to 24 months or an average of 15 months. Training includes paralegal certification or legal assistant certification.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- ☛ Word Processing (100%)      ☛ Spreadsheet (26%)
- ☛ Data Base (37%)      ☛ Desktop Publishing (5%)
- ☛ Other (63%) – Legal Solutions, Westlaw, and legal research software.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to write effectively
- ☛ Ability to follow law office methods and procedures
- ☛ Problem solving skills
- ☛ Ability to apply the principles of confidentiality
- ☛ Ability to use computerized legal research databases
- ☛ Legal research skills
- ☛ Understanding of legal terms
- ☛ Ability to draft legal documents
- ☛ Record keeping skills
- ☛ Understanding of court proceedings
- ☛ Certified Legal Assistant (CLA)
- ☛ Ability to interview others for information
- ☛ Basic math skills
- ☛ Ability to organize and maintain a law library

**Personal or other**

- ☛ Ability to meet deadlines
- ☛ Ability to pay close attention to detail
- ☛ Ability to think logically
- ☛ Ability to work independently
- ☛ Ability to work under pressure
- ☛ Oral communication skills
- ☛ Ability to read and comprehend information quickly
- ☛ Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 26%    Remain Stable – 74%    Decline – 0%

**ADDITIONAL RESOURCES**

- ☛ Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 464
- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 23-2011.00
- ☛ U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period:** 70  
 Due to growth – 60  
 Due to separations – 10

**Projected job growth rate for 7-year period:**  
 46.2% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

# Pest Controllers and Pest Control Assistants

Employers Responded: 15 • Employees Covered: 171

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Wages	\$8.00 to \$9.00	\$8.53
Commission	None	
New hires, experienced		
Wages	\$8.55 to \$13.00	\$10.00
Commission	\$1.02 to \$9.62	\$6.00
Three years with firm		
Wages	\$8.55 to \$17.30	\$12.50
Commission	\$5.92 to \$14.38	\$8.55

Most responding employers (60%) reported that they pay commissions. Commissions listed above are based on the percentages and estimated average revenues reported by employers and are in addition to the base wage.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	20%	67%	0%
Dental Insurance	13%	20%	20%
Vision Insurance	7%	13%	13%
Life Insurance	13%	20%	0%
Sick Leave	60%	0%	0%
Vacation	93%	0%	0%
Retirement Plan	20%	20%	13%
Child Care	0%	0%	7%

## WHERE THE JOBS ARE

Disinfecting and Pest Control Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (170–230)

Gender ratio as reported by responding employers:  
Male - 89%      Female - 11%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (96%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 7%
- Almost all responding employers (80%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Motivation and possession of Qualified Applicator License or Field Representative License.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 51**

### SOURCE OF FILLED VACANCIES

Employees leaving .....	47%
New positions .....	31%
Promotions .....	18%
Temporary, on call, or seasonal positions .....	4%

### PRIMARY RECRUITMENT METHODS

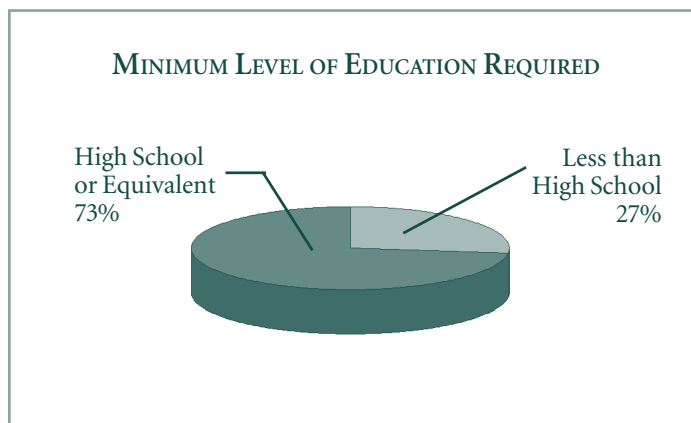
Newspaper ads .....	73%
Employee referrals .....	53%
Walk-in applicants .....	47%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required - 7%****Preferred - 66%****Not Required - 27%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 10 months. Other acceptable experience listed by responding employers includes construction positions or customer service. Some of these employers (36%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 7%****Preferred - 60%****Not Required - 33%**

Required or preferred training ranges from 1 to 6 months or an average of 2 months to obtain a pest control certificate. Almost all employers (80%) reported that although training is not required prior to employment, they train new employees to qualify for certification.

**LEGALLY MANDATED REQUIREMENTS**

A Qualified Applicator Certificate is required by any person who uses federally restricted use pesticides or state restricted materials for any purpose or on any property other than that provided by the definition of private applicator. An applicant must pass the Laws and Regulations Examination and at least one of the pest control category examinations. A Qualified Applicator License is required of any person who supervises the pest control operations of a license Pest Control Business. – *California's Professional & Business License Handbook, August 1999*

**DESIRED COMPUTER SOFTWARE SKILLS**

Some responding employers (20%) seek computer skills as follows:

- ☛ Word Processing (100%)      ☛ Spreadsheet (33%)
- ☛ Data Base (33%)

**ADDITIONAL RESOURCES**

- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 37-201.00
- ☛ U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to implement safe work practices
- ☛ Possession of a Pest Control Applicator Certificate
- ☛ Problem solving skills
- ☛ Ability to apply principles of hazardous and toxic waste disposal
- ☛ Basic math skill
- ☛ Problem identification skills

**Physical**

- ☛ Ability to climb ladders
- ☛ Ability to lift at least 50 lbs. repeatedly
- ☛ Ability to tolerate dust and unpleasant odors
- ☛ Ability to climb to high places

**Personal or other**

- ☛ Ability to read and follow instructions
- ☛ Ability to work independently
- ☛ Ability to write legibly
- ☛ Oral communication skills
- ☛ Possession of a good DMV driving record
- ☛ Public contact skills
- ☛ Written communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 60%    Remain Stable – 40%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period:** 90  
 Due to growth – 60  
 Due to separations – 30

**Projected job growth rate for 7-year period:**  
 35.3% (Much faster than average)  
 Average growth rate for all occupations - 17.3%



# Pharmacists

Employers Responded: 16 • Employees Covered: 129

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$35.00 to \$42.25	\$38.50
New hires, experienced	\$26.96 to \$42.25	\$37.63
Three years with firm	\$35.00 to \$45.00	\$39.89

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	31%	0%
Dental Insurance	25%	19%	0%
Vision Insurance	25%	19%	0%
Life Insurance	19%	25%	0%
Sick Leave	50%	6%	0%
Vacation	63%	0%	0%
Retirement Plan	25%	19%	6%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Drug Stores and Proprietary Stores  
Hospitals

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (350 – 390)

Gender ratio as reported by responding employers:  
Male - 63%      Female - 37%

## OTHER INFORMATION

- ☞ Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- ☞ Many employees (54%) work full-time, 40 hours per week weighted average. Some employees (33%) work part-time, 26 hours per week weighted average.
- ☞ Shifts worked: Day – 100%      Swing – 25%  
Graveyard – 13%
- ☞ Some responding employers (25%) promote their employees to higher level positions.
- ☞ Skills important for career advancement: Management skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 21

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 62%  
Temporary, on call, or seasonal positions ..... 24%  
New positions ..... 14%

#### PRIMARY RECRUITMENT METHODS

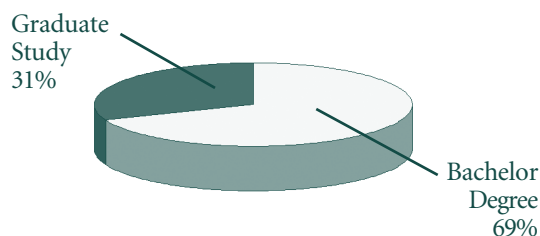
Employee referrals ..... 50%  
Newspaper ads ..... 50%  
Colleges/Universities ..... 38%  
Trade Journals ..... 31%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 50%****Preferred – 25%****Not Required – 25%**

Required or preferred experience in this occupation ranges from 3 to 48 months or an average of 17 months. Few of these employers (less than 20%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 94%****Preferred - 0%****Not Required - 6%**

Required training is 12 months. Training includes a 1,500 hour internship.

**MINIMUM LEVEL OF EDUCATION REQUIRED****LEGALLY MANDATED REQUIREMENTS**

Licensing requires graduation from a recognized college of pharmacy with a Bachelor of Science in pharmacy or equivalent, 1,500 hours of intern experience, and passing of the examination. — *California Professional & Business License Handbook, August 1999*

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (13%)      • Spreadsheet (6%)
- Data Base (13%)
- Other (94%) – Pharmacy software.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to use computer applications in research
- Counseling skills
- Knowledge of over-the-counter medications
- Knowledge of disease process
- Product inspection skills
- Record keeping skills
- Supervisory skills
- Understanding of good diet and nutrition
- Understanding of health insurance
- Understanding of Medicare rules and regulations
- Understanding of inventory techniques
- Understanding of common illnesses

**Physical**

- Good vision
- Ability to perform precision work
- Ability to stand continuously for 2 or more hours

**Personal or other**

- Understanding a variety of cultures
- Ability to work independently
- Customer service skills
- Public contact skills
- Oral communication skills
- Ability to write legibly

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 19%    Remain Stable – 75%    Decline – 6%

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 159*  
([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- *O\*Net* (<http://online.onetcenter.org>), SOC Code 29-1051.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 110**  
 Due to growth – 40  
 Due to separations – 70

**Projected job growth rate for 7-year period:**  
 11.4% (Slower than average)  
 Average growth rate for all occupations - 17.3%

# Plumbers, Pipefitters, and Steamfitters

Employers Responded: 16 • Employees Covered: 123

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$12.95	\$7.00
New hires, experienced	\$10.00 to \$20.00	\$14.69
Three years with firm	\$13.00 to \$25.00	\$18.11

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	25%	50%	0%
Dental Insurance	13%	25%	0%
Vision Insurance	6%	13%	0%
Life Insurance	13%	0%	6%
Sick Leave	6%	6%	6%
Vacation	56%	13%	0%
Retirement Plan	19%	38%	0%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Plumbing, Heating, Air Conditioning  
General Industrial Machinery, NEC  
Help Supply Service

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (570 – 740)

Gender ratio as reported by responding employers:  
Male - 97%      Female - 3%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- All employees work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 6%
- Most responding employers (63%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Continued job related education and leadership skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Due to growth most responding employers (63%) reported that demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 45

#### SOURCE OF FILLED VACANCIES

New positions .....	49%
Employees leaving .....	38%
Temporary, on call, or seasonal positions .....	9%
Promotions .....	4%

#### PRIMARY RECRUITMENT METHODS

Employee referrals .....	81%
Walk-in applicants .....	75%
Newspaper ads .....	69%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

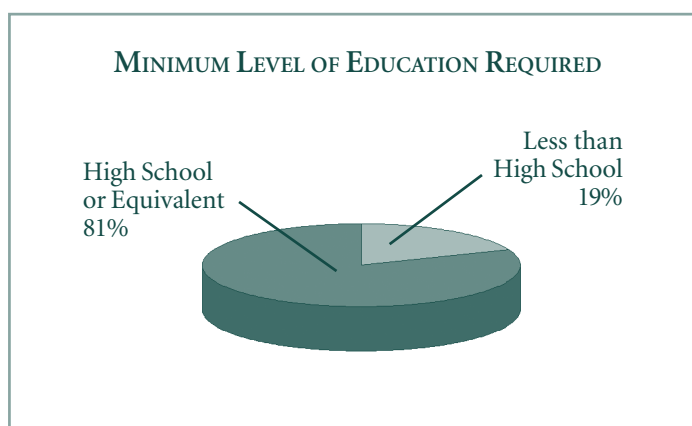
**Required – 69%**      **Preferred – 31%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 37 months. Many of these employers (56%) will accept training as a substitute for experience. Many employers (44%) reported that experience included 48 to 60 months of apprenticeship training.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 12%**      **Not Required - 88%**

Preferred training is 12 months. Training includes plumbing and plumbing code programs.

**DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (less than 20%) seek computer skills as follows:

- ☛ Data Base

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to read blueprints
- ☛ Ability to use hand tools
- ☛ Cost estimating skills
- ☛ Pipefitting skills
- ☛ Arc welding skills
- ☛ Gas welding skills
- ☛ Soldering skills
- ☛ Understanding of building codes
- ☛ Possession of a valid driver's license

**Physical**

- ☛ Ability to lift at least 50 lbs. repeatedly

**Personal or other**

- ☛ Ability to provide own hand tools
- ☛ Possession of a reliable vehicle
- ☛ Willingness to work with close supervision
- ☛ Public contact skills
- ☛ Ability to work independently
- ☛ Possession of good DMV driving record
- ☛ Basic math skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 56%    Remain Stable – 44%    Decline – 0%

**ADDITIONAL RESOURCES**

- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 173*  
([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *O\*Net* (<http://online.onetcenter.org>), SOC Code 47-2152.02, 47-2152.00
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 230**  
 Due to growth – 170  
 Due to separations – 60

**Projected job growth rate for 7-year period:**  
 29.8% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Printing Press Machine Operators and Tenders

Employers Responded: 17 • Employees Covered: 129

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as offset lithographic presses, letter or letterpress presses, flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.75 to \$7.50	\$7.50
New hires, experienced	\$8.50 to \$20.01	\$12.00
Three years with firm	\$10.00 to \$23.50	\$16.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	35%	59%	0%
Dental Insurance	24%	24%	12%
Vision Insurance	18%	24%	6%
Life Insurance	41%	6%	6%
Sick Leave	65%	0%	0%
Vacation	94%	6%	0%
Retirement Plan	35%	29%	0%
Child Care	0%	12%	0%

## WHERE THE JOBS ARE

Printing, Publishing and Allied Industries  
Miscellaneous Plastic Products

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (190–250)

Gender ratio as reported by responding employers:  
Male - 98%      Female - 2%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages are subject to collective bargaining or union agreements.
- Almost all employees (96%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 53%  
Graveyard – 24%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills important for career advancement: Ability to operate higher level presses, management or supervisory skills, quality oriented, and technical and mechanical aptitude.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 46

#### SOURCE OF FILLED VACANCIES

Promotions .....	35%
New positions .....	28%
Employees leaving .....	26%
Temporary, on call, or seasonal positions .....	11%

#### PRIMARY RECRUITMENT METHODS

Employee referrals .....	76%
Newspaper ads .....	76%
In-house promotions or transfers .....	53%
Walk-in applicants .....	41%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

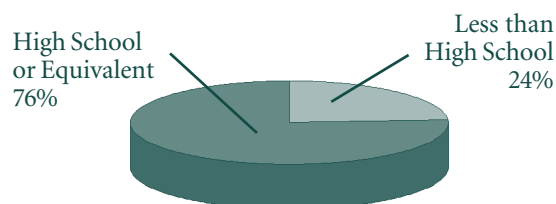
**Required – 76%**      **Preferred – 24%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 72 months or an average of 28 months. Many of these employers (59%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 12%**      **Not Required - 88%**

Preferred training ranges from 9 to 12 months or an average of 11 months. Training includes printing press operations.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (less than 20%) seek computer skills as follows:

- ☛ Spreadsheet (100%)
- ☛ Other (29%) – Ink formula programs.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to operate multicolor presses
- ☛ Ability to use printing inks
- ☛ Offset printing skills
- ☛ Custom black and white printing skills
- ☛ Custom color printing skills
- ☛ Ability to monitor, inspect, and evaluate quality

**Physical**

- ☛ Possession of good color perception
- ☛ Ability to stand continuously for 2 or more hours
- ☛ Ability to perform precision work
- ☛ Near vision (may be corrective)
- ☛ Manual dexterity

**Personal or other**

- ☛ Possession of mechanical aptitude
- ☛ Willingness to work under close supervision
- ☛ Ability to work independently
- ☛ Ability to work under pressure
- ☛ Basic math skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Oral communication skills
- ☛ Ability to perform routine, repetitive work

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 47%    Remain Stable – 47%    Decline – 6%

**ADDITIONAL RESOURCES**

- ☛ Employment Development Department, California Labor Market Information – Occupational Guide, No. 71 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 51-5023.09
- ☛ U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 90**

Due to growth – 60

Due to separations – 30

**Projected job growth rate for 7-year period:**

31.6% (Much faster than average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Production Inspectors, Testers, Graders, Sorters, & Weighers

Employers Responded: 15 • Employees Covered: 87

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.29 to \$8.51	\$6.90
New hires, experienced	\$6.50 to \$15.95	\$10.00
Three years with firm	\$8.00 to \$21.00	\$12.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	27%	73%	0%
Dental Insurance	33%	47%	13%
Vision Insurance	27%	20%	13%
Life Insurance	53%	33%	7%
Sick Leave	53%	7%	0%
Vacation	93%	7%	0%
Retirement Plan	20%	33%	7%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Electronic Components and Accessories  
Miscellaneous Plastic Products, NEC  
Miscellaneous Electrical Equipment & Supplies  
Manufacturing – Drugs  
Medical Instruments and Supplies

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (910 – 1,090)

Gender ratio as reported by responding employers:  
Female - 60%    Male - 40%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%    Swing – 60%  
Graveyard – 40%
- Almost all responding employers (87%) promote their employees to higher level positions.
- Skills important for career advancement: Knowledge of product, supervisory skills, and writing skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 18

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 56%  
New positions ..... 22%  
Promotions ..... 16%  
Temporary, on call, or seasonal positions ..... 6%

#### PRIMARY RECRUITMENT METHODS

In-house promotions or transfers ..... 67%  
Newspaper ads ..... 67%  
Employee referrals ..... 60%  
Private employment agencies ..... 40%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

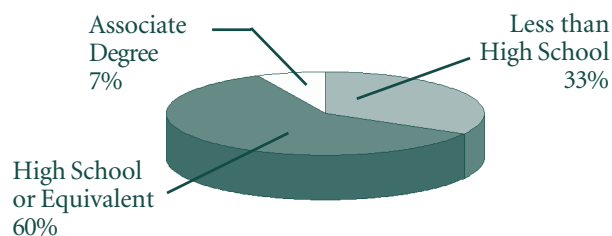
**Required – 66%**      **Preferred – 27%**      **Not Required – 7%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 16 months. Other acceptable experience listed by responding employers includes manufacturing or in-house positions. Few of these employers (14%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 7%**      **Preferred - 13%**      **Not Required - 80%**

Required or preferred training ranges from 3 to 12 months or an average of 7 months. Training includes blueprint reading or trade school courses.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (60%) seek computer skills as follows:

- Word Processing (44%)      • Spreadsheet (56%)
- Data Base (44%)      • Desktop Publishing (0%)
- Other (33%) – Industry related programs.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Basic math skills
- Ability to operate inspection equipment
- Problem identification skills
- Ability to calculate weights and measurements
- Ability to use precision tools
- Ability to operate electric testing equipment
- Ability to read blueprints

**Physical**

- Good eye-hand coordination
- Ability to stand continuously for 2 or more hours
- Possession of good color perception
- Ability to tolerate noise and dust

**Personal or other**

- Good judgment and decision making skills
- Ability to work independently
- Willingness to work nights and weekends
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 20%      Remain Stable – 73%      Decline – 7%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 340**

Due to growth – 180

Due to separations – 160

**Projected job growth rate for 7-year period:**

19.8% (Faster than average)

Average growth rate for all occupations - 17.3%

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 51-9061.05
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Purchasing Agents – except Wholesale, Retail and Farm

Employers Responded: 16 • Employees Covered: 31

Purchasing Agents, except Wholesale, Retail and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Includes contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$10.00 to \$12.47	\$11.24
New hires, experienced	\$12.00 to \$23.97	\$16.45
Three years with firm	\$14.00 to \$28.77	\$18.50

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	38%	63%	0%
Dental Insurance	19%	63%	6%
Vision Insurance	25%	44%	6%
Life Insurance	69%	0%	6%
Sick Leave	69%	0%	6%
Vacation	100%	0%	0%
Retirement Plan	31%	50%	0%
Child Care	0%	0%	13%

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

## WHERE THE JOBS ARE

Federal Government  
Electronic Components and Accessories  
Radio & TV Communications Equipment  
Manufacturing

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (540–620)

Gender ratio as reported by responding employers:  
Female - 58% Male - 42%

## OTHER INFORMATION

- ☞ All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- ☞ All employees work full-time, 40 hours per week weighted average.
- ☞ Shifts worked: Day – 100%
- ☞ Most responding employers (69%) promote their employees to higher level positions.
- ☞ Skills and qualifications important for career advancement: Professional development by continuing education, and professional certification.

## HIRED IN THE PAST 12 MONTHS: 3

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 67%  
Promotions ..... 33%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 88%  
Employee referrals ..... 56%  
In-house promotions or transfers ..... 38%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

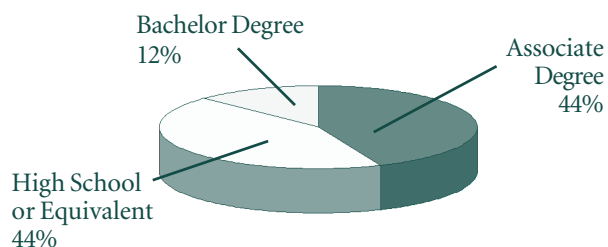
**Required – 88%**      **Preferred – 12%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 36 months. Few of these employers (less than 20%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 12%**      **Preferred - 0%**      **Not Required - 88%**

Required training ranges from 3 to 12 months or an average of 8 months. Training includes industry related programs.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (88%)      Spreadsheet (81%)
- Data Base (63%)      Desktop Publishing (6%)
- Other (44%) – MAS90, inventory, sales and business management programs.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Business math skills
- Report writing skills
- Supervisory skills
- Ability to follow purchasing procedures
- Negotiation skills
- Ability to apply sales techniques
- Ability to assess and analyze market conditions
- Understanding of inventory control systems
- Ability to apply materials resource planning (MRP) techniques
- Understanding of contract law
- Verbal presentation skills
- Ability to demonstrate knowledge of specific products
- Analytical skills
- Ability to use supply catalogues
- Ability to use trade journals

**Personal or other**

- Willingness to work with close supervision
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Ability to maintain good business relationships
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 31%      Remain Stable – 69%      Decline – 0%

**ADDITIONAL RESOURCES**

- O\*Net (<http://online.onetcenter.org>), SOC Code 13-1023.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 180**  
 Due to growth – 80  
 Due to separations – 100

**Projected job growth rate for 7-year period:**  
 14.8% (Slower than average)  
 Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Quality Assurance Managers

Employers Responded: 16 • Employees Covered: 25

Quality Assurance Managers set up systems, processes and implement new programs. They manage/implement quality, reliability and product safety and administer ISO9000 activities. They are responsible for developing and administering Quality Control Programs, and ensure Quality Control Procedures and Policies are coordinated throughout the company. They are responsible for establishing testing policies and procedures for maintaining a program that will meet the Quality Control needs of the entire organization. They are also responsible for assessing compliance to regulatory and manufacturing specs.

**Note:** See page 10 for an explanation of Non-OES occupations.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$14.92 to \$26.85	\$21.18
New hires, experienced	\$13.25 to \$32.22	\$23.17
Three years with firm	\$23.01 to \$44.40	\$28.84

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	88%	0%
Dental Insurance	13%	81%	6%
Vision Insurance	0%	56%	0%
Life Insurance	50%	50%	0%
Sick Leave	88%	6%	0%
Vacation	94%	6%	0%
Retirement Plan	44%	50%	0%
Child Care	0%	6%	0%

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

## WHERE THE JOBS ARE

Electronic Components and Accessories  
Laboratory Apparatus and Analytical, Optical, Measuring, and Controlling Instruments  
Industrial & Commercial Machinery & Computer Equipment  
Research, Development, and Testing Services  
Miscellaneous Plastic Products  
Miscellaneous Manufacturing

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
None available

Gender ratio as reported by responding employers:  
Male - 80%      Female - 20%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- All employees work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%
- Most responding employers (63%) promote their employees to higher level positions.
- Skills important for career advancement: Higher level management skills, knowledge of operations or product, and technical skills.

**HIRED IN THE PAST 12 MONTHS: 2**

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 100%

### PRIMARY RECRUITMENT METHODS

In-house promotions or transfers ..... 69%  
Newspaper ads ..... 44%  
Employee referrals ..... 38%  
Internet ..... 38%  
Other (Networking) ..... 38%  
Private employment agencies ..... 38%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

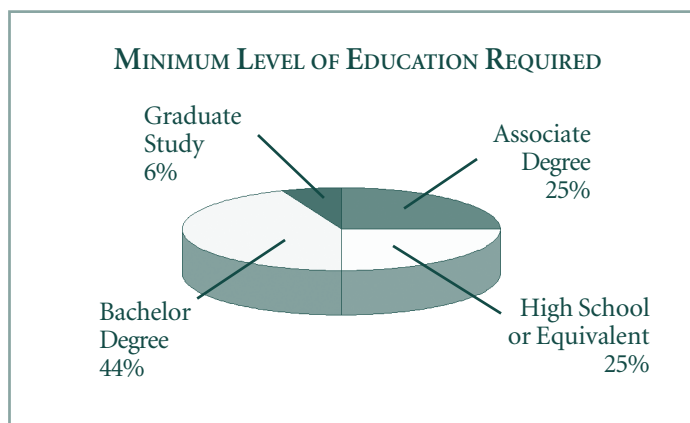
**Required – 81%**      **Preferred – 19%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 33 months. Other acceptable experience listed by responding employers includes quality control positions, in-house positions, and industry related positions. Few of these employers (less than 20%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 6%**      **Preferred - 0%**      **Not Required - 94%**

Required training is 12 months of technical training.

**DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (94%) seek computer skills as follows:

- Word Processing (87%)      • Spreadsheet (93%)
- Data Base (73%)      • Desktop Publishing (7%)
- Other (53%) – Industry related software and ISO9000.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to analyze data to solve problems
- Ability to apply complex rules and regulations
- Ability to apply safe storage techniques
- Ability to implement safe work practices
- Ability to judge product quality by standards
- Ability to manage an activity or department
- Ability to use computer controlled processes
- Knowledge of specific production processes
- Understanding of environmental controls and regulations

**Personal or other**

- Ability to make decisions
- Ability to work under pressure
- Oral communication skills
- Organizational skills
- Ability to set work priorities
- Ability to meet deadlines

**New skills needed as reported by responding employers**

- ISO9000 and ISO9001 proficiency or certification

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 19%    Remain Stable – 81%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

This is a non-OES occupation and projections are not available that accurately reflect the employment growth and trends in Ventura County.

**ADDITIONAL RESOURCES**

- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)



# Radiologic Technologists

Employers Responded: 17 • Employees Covered: 125

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Please include technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.53 to \$17.00	\$13.27
New hires, experienced	\$7.83 to \$17.50	\$14.00
Three years with firm	\$13.00 to \$22.00	\$15.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	41%	0%
Dental Insurance	24%	35%	12%
Vision Insurance	18%	18%	6%
Life Insurance	47%	6%	0%
Sick Leave	76%	6%	0%
Vacation	88%	6%	0%
Retirement Plan	41%	18%	6%
Child Care	0%	0%	6%

## WHERE THE JOBS ARE

Offices & Clinics of Doctors of Medicine  
General Medical & Surgical Hospitals

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (310 – 330)

Gender ratio as reported by responding employers:  
Male - 54%      Female - 46%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Many employees (54%) work full-time, 39 hours per week weighted average. Some employees (30%) work temporary or on call, 10 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 29%  
Graveyard – 18%
- Many responding employers (41%) promote their employees to higher level positions.
- Skills important for career advancement:  
Ability to keep up with new technology and equipment and supervisory skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 23

#### SOURCE OF FILLED VACANCIES

Employees leaving .....	35%
Temporary, on call, or seasonal positions .....	26%
New positions .....	22%
Promotions .....	17%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads .....	82%
Employee referrals .....	53%
In-house promotions or transfers .....	35%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

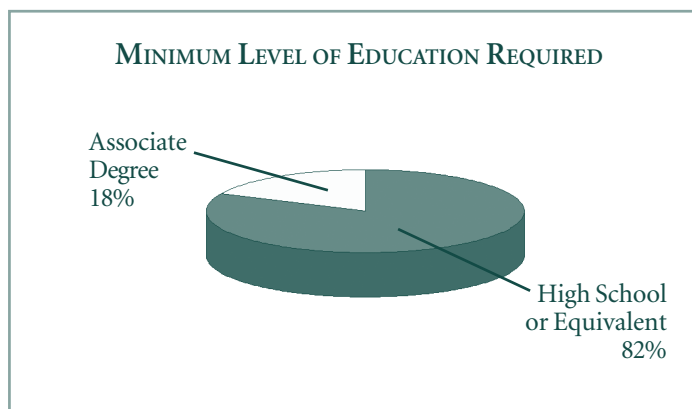
**Required – 53%**      **Preferred – 47%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 4 to 24 months or an average of 12 months. Other acceptable experience listed by responding employers includes medical assistant. Many of these employers (41%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 100%**      **Preferred - 0%**      **Not Required - 0%**

Required training ranges from 12 to 24 months or an average of 16 months. Training includes X-ray Technologist program for limited license and Radiologic Technologist program for certification.

**LEGALLY MANDATED REQUIREMENTS**

Persons permitted to take x-rays of the entire human body for therapeutic or diagnostic purposes must be certified. Requirements include the completion of an approved 2-year academic program and clinical experience. Technicians allowed to use x-rays on a limited portion of the human body require a permit as a Limited X-ray Technician. Requirements include graduation from approved training programs and clinical experience. — *California License Handbook, 5th Edition 1997, page 148 and 149*

**DESIRED COMPUTER SOFTWARE SKILLS**

Many responding employers (53%) seek computer skills as follows:

- ☛ Word Processing (33%)      ☛ Data Base (44%)
- ☛ Other (44%) – Medical manager program and hospital software.

**ADDITIONAL RESOURCES**

- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 89* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *O\*Net* (<http://online.onetcenter.org>), SOC Code 29-2034.01, 29-2034.00
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to use film developing equipment
- ☛ Record keeping skills
- ☛ Ability to follow fluoroscopic imaging procedures
- ☛ Ability to administer magnetic resonance imaging
- ☛ Ultrasound scanning skills
- ☛ CT scanning skills
- ☛ Ability to follow safe equipment operating practices
- ☛ Ability to apply transferring techniques moving patients
- ☛ Ability to take vital signs
- ☛ ARRT Registration
- ☛ Possession of a State CRT Certificate
- ☛ Ability to write effectively
- ☛ Knowledge of medical terminology

**Physical**

- ☛ Ability to stand continuously for 2 or more hours

**Personal or other**

- ☛ Willingness to work with close supervision
- ☛ Public contact skills
- ☛ Ability to work independently
- ☛ Ability to work under pressure
- ☛ Basic math skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 6%    Remain Stable – 88%    Decline – 6%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006****Projected job openings for 7-year period: 50**

Due to growth – 20

Due to separations – 30

**Projected job growth rate for 7-year period:**

6.5% (Slower than average)

Average growth rate for all occupations - 17.3%

# Recreation Workers

Employers Responded: 17 • Employees Covered: 613

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$7.04	\$6.33
New hires, experienced	\$6.25 to \$10.00	\$7.50
Three years with firm	\$7.00 to \$12.00	\$10.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	38%	0%	38%	6%	6%	6%
Dental Insurance	31%	0%	19%	0%	13%	0%
Vision Insurance	25%	0%	19%	6%	13%	0%
Life Insurance	31%	0%	19%	6%	6%	0%
Sick Leave	81%	0%	0%	6%	0%	0%
Vacation	81%	0%	0%	6%	0%	0%
Retirement Plan	25%	0%	25%	6%	13%	6%
Child Care	13%	6%	6%	0%	0%	0%

## WHERE THE JOBS ARE

Individual and Family Services  
Local Government  
Social Services

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (590–620)

Gender ratio as reported by responding employers:  
Female - 52% Male - 48%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Many employees (50%) work seasonal, 30 hours per week weighted average. Some employees (37%) work part-time, 29 hours per week weighted average. Few employees (11%) work full-time, 39 hours per week weighted average. Few employees (2%) work temporary/on-call, 20 hours per week weighted average.
- Shifts worked: Day – 88% Swing – 29%
- Most responding employers (76%) promote their employees to higher level positions.
- Skills important for career advancement: Organizational and supervisory skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	●	○	○

*Demand is somewhat greater than the supply of qualified experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

*Due to the temporary and seasonal nature of the work, demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

**HIRED IN THE PAST 12 MONTHS:** 428

### SOURCE OF FILLED VACANCIES

Temporary, on call, or seasonal positions ..... 84%  
Employees leaving ..... 10%  
New positions ..... 5%  
Promotions ..... 2%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 71%  
Employee referrals ..... 59%  
In-house promotions or transfers ..... 53%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

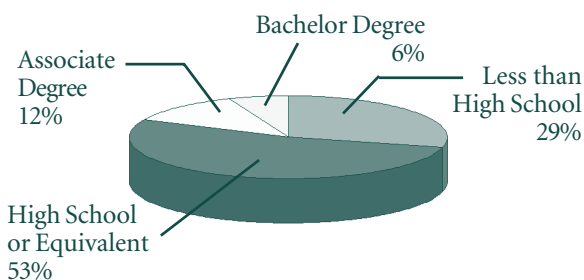
**Required – 35%**      **Preferred – 53%**      **Not Required – 12%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 9 months. Other acceptable experience listed by responding employers includes human services. Many of these employers (40%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 24%**      **Preferred - 0%**      **Not Required - 76%**

Required training ranges from 2 to 6 months or an average of 3 months. Training includes Activity Director certification.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Many responding employers (59%) seek computer skills as follows:

- Word Processing (100%)      • Spreadsheet (50%)
- Data Base (10%)      • Desktop Publishing (30%)

Skills include Word, Excel, Adobe PageMaker, Photoshop, and Print Shop.

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 357, 2008* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- *O\*Net* (<http://online.onetcenter.org>), SOC Code 39-9032.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to apply teaching techniques
- Ability to plan and organize the work of others
- Artistic skills
- Ability to administer first aid
- Ability to apply principles of recreation
- Ability to accurately record and report information

**Physical**

- Good physical condition

**Personal or other**

- Understanding of a variety of cultures
- Leadership skills
- Possession of a clean police record
- Ability to work independently
- Interpersonal skills
- Ability to exercise patience
- Ability to write legibly
- Oral communication skills
- Coordination skills
- Ability to motivate others
- Willingness to accept responsibility
- Ability to exercise good judgment

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 24%      Remain Stable – 70%      Decline – 6%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 140**  
 Due to growth – 30  
 Due to separations – 110

**Projected job growth rate for 7-year period:**  
 5.1% (Slower than average)  
 Average growth rate for all occupations - 17.3%

# Sales Representatives, Scientific & Related Products & Services - except Retail

Employers Responded: 15 • Employees Covered: 122

Sales Representatives, Scientific and Related Products and Services, sell products or services requiring scientific or similar knowledge for wholesalers or manufacturers. This knowledge is in areas such as biology engineering, chemistry, and electronics, and is normally obtained from 2 or 3 years of post secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals, and precision instruments. Does not include Sales Representatives in retail sales, or those who must have a technical background equivalent to a bachelor's degree in engineering.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$8.00 to \$17.26	\$11.00
New hires, experienced	\$8.05 to \$26.37	\$14.38
Three years with firm	\$9.21 to \$35.96	\$20.14

Other forms of compensation: Almost all responding employers (80%) reported that they pay commissions that vary in addition to the above wages.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	67%	33%	0%
Dental Insurance	53%	27%	13%
Vision Insurance	20%	13%	7%
Life Insurance	53%	27%	13%
Sick Leave	73%	13%	7%
Vacation	80%	13%	7%
Retirement Plan	33%	40%	13%
Child Care	0%	7%	0%

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to growth employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

## WHERE THE JOBS ARE

Commercial Physical Research  
Drugs, Proprietarys, and Sundries  
Medical and Hospital Equipment  
Electronic Parts and Equipment  
Computers, Peripherals & Software

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Large (970 – 1,250)

Gender ratio as reported by responding employers:  
Male - 76%      Female - 24%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (80%) promote their employees to higher level positions.
- Skills important for career advancement: Ability to use time management and contact management programs.

**HIRED IN THE PAST 12 MONTHS: 36**

### SOURCE OF FILLED VACANCIES

New positions ..... 56%  
Employees leaving ..... 36%  
Promotions ..... 8%

### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 80%  
Newspaper ads ..... 67%  
In-house promotions or transfers ..... 47%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

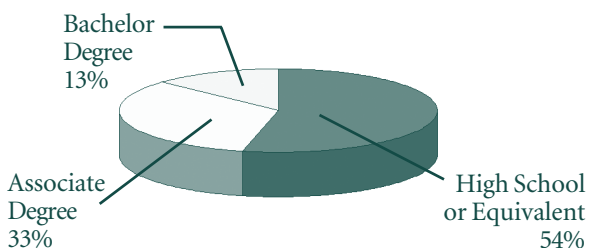
**Required – 60%**      **Preferred – 33%**      **Not Required – 7%**

Required or preferred experience in this occupation ranges from 12 to 36 months or an average of 21 months. Some of these employers (36%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 20%**      **Not Required - 80%**

Preferred training ranges from 3 to 12 months or an average of 9 months. Training includes industry-related programs, sales, and marketing.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Almost all responding employers (87%) seek computer skills as follows:

- Word Processing (85%)      • Spreadsheet (46%)
- Data Base (54%)      • Desktop Publishing (23%)
- Other (23%)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Report writing skills
- Ability to apply sales techniques
- Record keeping skills
- Ability to prepare and arrange sales contracts
- Telephone sales skills
- Understanding of inventory techniques
- Possession of a valid driver's license
- Verbal presentation skills
- Ability to perform advanced mathematical computations
- Ability to write effectively
- Ability to demonstrate knowledge of specific products

**Personal or other**

- Possession of a reliable vehicle
- Willingness to travel
- Ability to work independently
- Possession of a good DMV driving record
- Customer service skills
- Ability to read and follow instructions
- Ability to write legibly

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 80%      Remain Stable – 20%      Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 542, 2001A, 2005A ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 41-4011.00, 40-4011.01, 40-4011.02, 41-4011.05
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 470**

Due to growth – 280

Due to separations – 190

**Projected job growth rate for 7-year period:**

28.9% (Much faster than average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Social Workers - except Medical and Psychiatric

Employers Responded: 16 • Employees Covered: 306

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Includes Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.\*

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$9.99 to \$16.78	\$15.00
New hires, experienced	\$8.00 to \$21.37	\$13.48
Three years with firm	\$8.00 to \$25.10	\$16.76

Other forms of compensation: Employers that pay at the lower end of the wage range also pay a percentage of the gross.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	56%	38%	6%
Dental Insurance	50%	38%	6%
Vision Insurance	50%	25%	0%
Life Insurance	50%	19%	6%
Sick Leave	88%	0%	0%
Vacation	88%	0%	0%
Retirement Plan	31%	25%	13%
Child Care	6%	6%	6%

## WHERE THE JOBS ARE

Local Government  
State Government  
Individual and Family Service  
Child Day Care Service

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (420 – 470)

Gender ratio as reported by responding employers:  
Female - 83%    Male - 17%

## OTHER INFORMATION

- ☛ Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- ☛ Almost all employees (92%) work full-time, 40 hours per week weighted average.
- ☛ Shifts worked: Day – 94%    Swing – 6%  
Graveyard – 6%
- ☛ Most responding employers (69%) promote their employees to higher level positions.
- ☛ Skills and qualifications important for career advancement: Ability to supervise, case management skills, and continuing education.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 110

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 49%  
New positions ..... 40%  
Promotions ..... 11%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 63%  
Colleges/Universities ..... 56%  
Employee referrals ..... 56%  
In-house promotions or transfers ..... 25%  
Internet ..... 25%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

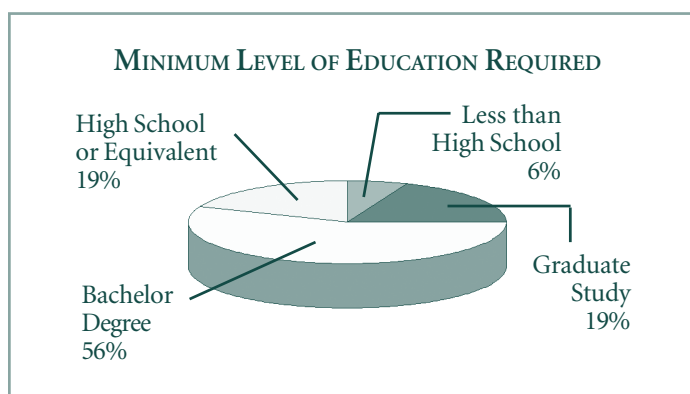
**Required – 81%**      **Preferred – 13%**      **Not Required – 6%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 14 months. Few employers with minimum education requirements required 60 months of experience. Some of these employers (33%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 25%**      **Preferred - 0%**      **Not Required - 75%**

Required training ranges from 12 to 48 months or an average of 24 months. Training includes postgraduate work and a master's program for registration or licensing. Some responding employers (31%) require a bachelor or master degree in social work, psychology or sociology, which is included in Minimum Level of Education Required.

**LEGALLY MANDATED REQUIREMENTS**

The Board of Behavioral Science Examiners requires registration for "Clinical Social Worker Associate" and "Counselor Intern, Marriage, Family, and Child" (associates and interns obtaining experience to qualify for licensure). Licensing is required for "Clinical Social Worker" and "Counselor, Marriage, Family, and Child". Requirements are a master's degree from an accredited school with specific course work and supervised postgraduate experience. See noted reference for specific requirements. — *California License Handbook, 5th Edition 1997, page 38 and 39*

**DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (75%) seek computer skills as follows:

- ☛ Word Processing (100%)      ☛ Spreadsheet (25%)
- ☛ Data Base (25%)      ☛ Desktop Publishing (25%)

**ADDITIONAL RESOURCES**

- ☛ *Employment Development Department, California Labor Market Information – Occupational Guide, No.122* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ *O\*Net* (<http://online.onetcenter.org>), SOC Code 21-1021.00
- ☛ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Understanding of court proceedings
- ☛ Record keeping skills
- ☛ Knowledge of veterans' services
- ☛ Knowledge of protective services for children and adults
- ☛ Knowledge of family social work
- ☛ Vocational counseling skills
- ☛ Ability to interview others for information
- ☛ Possession of a valid driver's license
- ☛ Ability to write effectively

**Personal or other**

- ☛ Understanding variety of cultures
- ☛ Leadership skills
- ☛ Ability to handle crisis situations
- ☛ Possession of a clean police record
- ☛ Willingness to work with close supervision
- ☛ Ability to apply complex rules and regulations
- ☛ Ability to work independently
- ☛ Basic math skills
- ☛ Ability to read and follow instructions
- ☛ Ability to write legibly
- ☛ Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 38%      Remain Stable – 63%      Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 90**

Due to growth – 50

Due to separations – 40

**Projected job growth rate for 7-year period:**

11.9% (Slower than average)

Average growth rate for all occupations - 17.3%

\*Firms contacted during the survey process had employees that fit the OES description of Social Workers. However, because of the wide range of salaries and education requirements, it was determined that some of these employees were Human Service Workers, OES 273080. Every effort was made to distinguish between these two occupations and use only the responses that fit the description and requirements outlined in the resource publications listed.

# Stock Clerks – Sales Floor

Employers Responded: 16 • Employees Covered: 192

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$8.00	\$6.75
New hires, experienced	\$6.00 to \$11.00	\$7.50
Three years with firm	\$7.25 to \$15.42	\$9.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	19%	0%	75%	31%	0%	0%
Dental Insurance	13%	0%	75%	31%	0%	0%
Vision Insurance	13%	0%	63%	31%	0%	0%
Life Insurance	25%	0%	50%	31%	6%	0%
Sick Leave	44%	19%	31%	13%	0%	0%
Vacation	63%	31%	31%	13%	0%	0%
Retirement Plan	13%	6%	63%	31%	0%	0%
Child Care	0%	0%	6%	13%	0%	0%

## WHERE THE JOBS ARE

Grocery Stores  
Department Stores  
Retail Stores, not elsewhere classified  
Drug Stores and Proprietary Stores

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Very large (3,290 – 3,420)

Gender ratio as reported by responding employers:  
Male - 64%      Female - 36%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Most employees (62%) work part-time, 25 hours per week weighted average. Some employees (38%) work full-time, 39 hours per week weighted average.
- Shifts worked: Day – 94%    Swing – 63%  
Graveyard – 19%
- Almost all responding employers (88%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory and management skills, knowledge of product, and initiative.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced		Not applicable	
Inexperienced	○	●	○

*Due to turnover, employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 87**

### SOURCE OF FILLED VACANCIES

Employees leaving ..... 68%  
New positions ..... 24%  
Promotions ..... 8%

### PRIMARY RECRUITMENT METHODS

Walk-in applicants ..... 88%  
Employee referrals ..... 69%  
Other (word of mouth, Job Fairs, posted signs) 50%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 0%****Preferred – 19%****Not Required – 81%**

Preferred experience in this occupation ranges from 3 to 6 months or an average of 5 months.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 0%****Preferred - 0%****Not Required - 100%****MINIMUM LEVEL OF EDUCATION REQUIRED**

High School  
or Equivalent  
44%



Less than  
High School  
56%

**DESIRED COMPUTER SOFTWARE SKILLS**

None required.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to load and unload freight by hand
- Bondable
- Understanding of inventory control system

**Physical**

- Ability to climb ladders
- Ability to lift at least 50 lbs. repeatedly
- Ability to stand continuously for prolonged periods of time
- Manual dexterity
- Physical stamina

**Personal or other**

- Ability to follow oral instructions
- Ability to follow safe work practices
- Ability to read and follow instructions
- Ability to work independently
- Ability to write legibly
- Basic math skills
- Customer service skills
- Willingness to work with close supervision

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 69%    Remain Stable – 31%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 74, 575 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 43-5081.01
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

Projected job openings for 7-year period: 480  
 Due to growth – 130  
 Due to separations – 350

Projected job growth rate for 7-year period:  
 4% (Slower than average)  
 Average growth rate for all occupations - 17.3%

# Systems Analysts - Electronic Data Processing

Employers Responded: 16 • Employees Covered: 160

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$16.78 to \$18.70	\$17.74
New hires, experienced	\$13.64 to \$26.85	\$21.34
Three years with firm	\$17.05 to \$33.56	\$26.70

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	50%	44%	0%
Dental Insurance	44%	44%	6%
Vision Insurance	38%	31%	13%
Life Insurance	44%	25%	6%
Sick Leave	88%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	25%	63%	6%
Child Care	0%	0%	13%

## WHERE THE JOBS ARE

Federal Government  
Telephone Communications, Except Radio  
Commercial Physical Research

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium/Large (810 – 1,210)

Gender ratio as reported by responding employers:  
Female - 51%    Male - 49%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (99%) work full-time, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Management skills and ability to develop higher level skills through continued education.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 10

#### SOURCE OF FILLED VACANCIES

New positions ..... 60%  
Employees leaving ..... 30%  
Promotions ..... 10%

#### PRIMARY RECRUITMENT METHODS

Internet ..... 75%  
Newspaper ads ..... 56%  
Employee referrals ..... 44%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

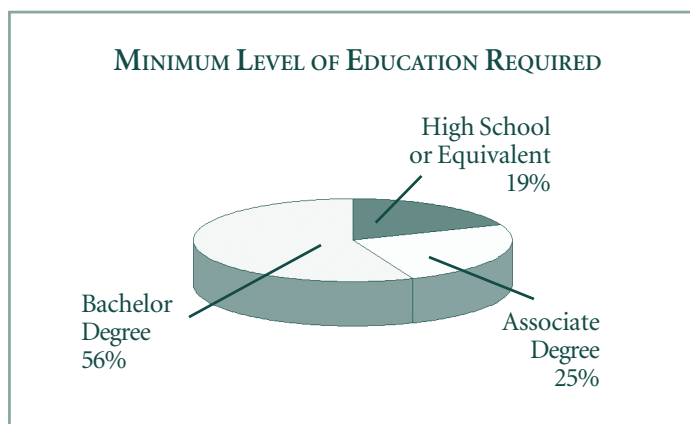
**Required – 88%**      **Preferred – 12%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 12 to 60 months or an average of 32 months. Some of these employers (31%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 25%**      **Preferred - 12%**      **Not Required - 63%**

Required or preferred training ranges from 12 to 48 months or an average of 24 months. Training includes computer science, computer information systems, application analysis, and other computer related courses.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- Word Processing (100%)      Spreadsheet (94%)
- Data Base (100%)      Desktop Publishing (44%)
- Other (100%)

Skills include Windows NT, Word, E-mail, Excel, Access, PowerPoint, Windows 95/98, HTML, C++, Internet, Java, MS-DOS, UNIX, Oracle, C, Novell, Adobe PageMaker, Adobe PhotoShop, Adobe Illustrator, d-Base, Publisher, Visual Fox Pro, Filemaker Pro, Fortran, Fox Pro, Windows for Workgroups, COBOL, Linux, PC Anywhere, WordPerfect, Corel Draw, Lotus, Pascal, and Quickbooks.

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 541, 2004C ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 15-1051.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Knowledge of algebra
- Ability to prepare flow-charts
- Ability to use COBOL
- Knowledge of mainframe hardware and operating systems
- Knowledge of microcomputer hardware and operating systems
- Knowledge of minicomputer hardware and operating systems
- Ability to use C programming language
- Knowledge of UNIX
- Ability to use database software
- Ability to use business applications software
- Ability to use scientific applications software
- Ability to use engineering applications software
- Understanding of wide area networks
- Ability to set-up and maintain multi-user systems
- Understanding of local area networks (LAN)
- Ability to write effectively

**Personal or other**

- Willingness to work with close supervision
- Ability to work independently
- Customer service skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communications skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 63%      Remain Stable – 31%      Decline – 6%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 440**  
 Due to growth – 400  
 Due to separations – 40

**Projected job growth rate for 7-year period:**  
 49.4% (Much faster than average)  
 Average growth rate for all occupations - 17.3%



# Teachers, Preschool

Employers Responded: 18 • Employees Covered: 230

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$7.00 to \$12.00	\$8.00
New hires, experienced	\$7.50 to \$13.70	\$10.00
Three years with firm	\$8.00 to \$16.07	\$12.10

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	22%	67%	0%
Dental Insurance	17%	50%	6%
Vision Insurance	17%	22%	11%
Life Insurance	28%	28%	6%
Sick Leave	67%	6%	0%
Vacation	72%	6%	0%
Retirement Plan	11%	39%	6%
Child Care	6%	56%	0%

## WHERE THE JOBS ARE

Child Day Care Services  
Elementary and Secondary Schools

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium (650 – 740)

Gender ratio as reported by responding employers:  
Female - 97%    Male - 3%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (80%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (89%) promote their employees to higher level positions.
- Skills and qualification important for career advancement: Administrative skills, management or supervisory skills, possession of a teaching credential, and computer skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 67**

### SOURCE OF FILLED VACANCIES

New positions ..... 51%  
Employees leaving ..... 36%  
Promotions ..... 13%

### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 72%  
Employee referrals ..... 61%  
Colleges/Universities ..... 56%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

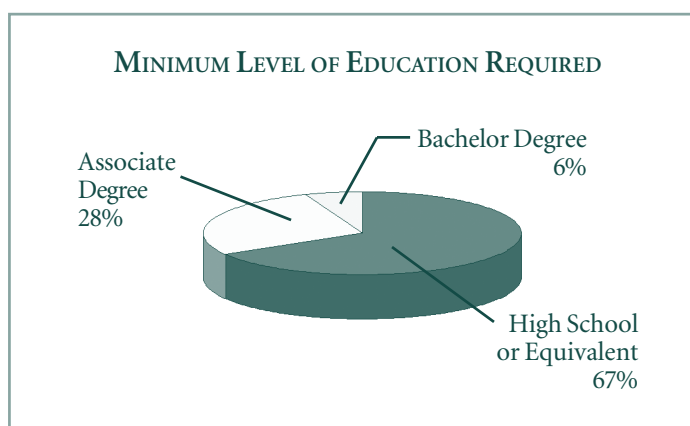
**Required – 61%**      **Preferred – 39%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 12 months. Other acceptable experience listed by responding employers includes child care worker or teacher's aide. Some of these employers (33%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 100%**      **Preferred - 0%**      **Not Required - 0%**

Required training ranges from 6 to 24 months or an average of 15 months. Training includes Early Childhood Education units.

**LEGALLY MANDATED REQUIREMENTS**

Preschool teachers employed in the public school system must possess one of three instructional permits issued by the Commission on Teacher Credentialing. *See Occupational Outlook Guide, No. 275, for details.*

**DESIRED COMPUTER SOFTWARE SKILLS**

Few responding employers (less than 20%) seek computer skills as follows:

- Word Processing (100%)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Oral reading skills
- Artistic skills
- Musical skills
- Basic math skills
- Ability to apply principles of recreation
- Classroom management skills
- Record keeping skills
- Ability to write effectively
- Problem solving skills
- Social perceptiveness skills
- Ability to administer first aid
- Possession of Early Childhood Development Certificate

**Personal or other**

- Understanding a variety of cultures
- Possession of a clean police record
- Oral communication skills
- Ability to work independently
- Willingness to work with close supervision
- Ability to manage unexpected situations
- Ability to work under pressure
- Ability to exercise patience

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 50%    Remain Stable – 50%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, *California Labor Market Information – Occupational Guide, No. 275* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 25-2011.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 190**  
 Due to growth – 90  
 Due to separations – 100

**Projected job growth rate for 7-year period:**  
 13.8% (Slower than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Teachers – Secondary School

Employers Responded: 16 • Employees Covered: 1,987

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$9.59 to \$13.70	\$11.03
Union	\$15.00 to \$18.80	\$15.51
New hires, experienced		
Non-union	\$10.55 to \$14.51	\$11.75
Union	\$15.34 to \$20.27	\$18.06
Three years with firm		
Non-union	\$11.20 to \$15.74	\$13.43
Union	\$16.14 to \$24.23	\$19.62

Note: All responding employers reported yearly salaries that have been converted to an hourly wage, based on a 52-week year. Many of these employees do not work a 52-week year. This should be taken into consideration when comparing the hourly wage.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	69%	25%	0%
Dental Insurance	63%	31%	0%
Vision Insurance	63%	25%	0%
Life Insurance	31%	0%	6%
Sick Leave	94%	6%	0%
Vacation	19%	6%	6%
Retirement Plan	44%	38%	6%
Child Care	6%	6%	6%

## WHERE THE JOBS ARE

Elementary and Secondary Schools

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Very large (2,680 – 3,370)

Gender ratio as reported by responding employers:  
Female - 54%    Male - 46%

## OTHER INFORMATION

- Many responding employers (50%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (95%) work full-time, 37 hours per week weighted average.
- Shifts worked: Day – 100%
- Almost all responding employers (81%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Continuing education and advanced study for professional education.
- Class-size reduction in selected ninth-grade classes, and the replacement of retiring teachers, has created a high demand for Secondary School Teachers.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Employer demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 297

#### SOURCE OF FILLED VACANCIES

New positions .....	38%
Employees leaving .....	33%
Promotions .....	26%
Temporary, on call, or seasonal positions .....	3%

#### PRIMARY RECRUITMENT METHODS

Colleges/Universities .....	75%
Employee referrals .....	50%
Newspaper ads .....	50%
Walk-in applicants .....	38%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

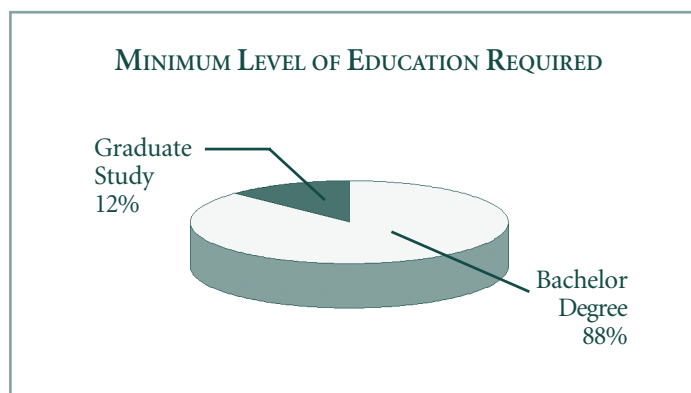
**Required – 6%**      **Preferred – 56%**      **Not Required – 38%**

Required or preferred experience in this occupation ranges from 6 to 24 months or an average of 12 months. Many of these employers (50%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required – 0%**      **Preferred – 6%**      **Not Required – 94%**

Few responding employers prefer training. All responding employers require a bachelor's or master's degree in education, which is included in Minimum Level of Education Required.

**LEGALLY MANDATED REQUIREMENTS**

The Commission on Teacher Credentialing establishes the requirements for a Preliminary and Professional credential to teach in California public classrooms. Secondary School Teachers need a separate Single Subject Credential for each subject they teach. Students who complete their bachelor's degree, but do not complete the additional fifth year for a "professional clear credential" get a "preliminary credential", valid for one to five years. Preliminary credentialing requires California Basic Educational Skills Test (CBEST) and National Teachers' Examination PRAXIS (subject matter competence). — *California Occupational Guide*, No. 57; *California License Handbook*, 5th Edition 1997, page 238

**DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (63%) seek computer skills as follows:

- 🖨 Word Processing (90%)      🖨 Spreadsheet (30%)
- 🖨 Data Base (20%)      🖨 Desktop Publishing (10%)
- 🖨 Other (10%)

**ADDITIONAL RESOURCES**

- 🖨 *Employment Development Department, California Labor Market Information – Occupational Guide*, No. 57 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- 🖨 O\*Net (<http://online.onetcenter.org>), SOC Code 25-2031.00
- 🖨 *U.S. Department of Labor Occupational Outlook Handbook*, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- 🖨 Audiovisual teaching skills
- 🖨 Supervisory skills
- 🖨 Classroom management skills
- 🖨 Record keeping skills
- 🖨 Ability to administer emergency first aid
- 🖨 Possession of a state teachers' certificate
- 🖨 Ability to perform advanced mathematical computations
- 🖨 Ability to write effectively
- 🖨 Problem solving skills

**Personal or other**

- 🖨 Understanding of a variety of cultures
- 🖨 Possession of a clean police record
- 🖨 Willingness to work with close supervision
- 🖨 Public contact skills
- 🖨 Ability to work independently
- 🖨 Ability to work under pressure
- 🖨 Ability to exercise patience
- 🖨 Basic math skills
- 🖨 Ability to read and follow instructions
- 🖨 Ability to write legibly
- 🖨 Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 50%    Remain Stable – 44%    Decline – 6%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 1,360**

Due to growth – 690

Due to separations – 670

**Projected job growth rate for 7-year period:**

25.7% (Much faster than average)

Average growth rate for all occupations - 17.3%

# Teachers – Special Education

Employers Responded: 19 • Employees Covered: 531

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Union	\$12.61 to \$19.42	\$15.27
Non-union	\$15.25 to \$15.25	\$15.25
New hires, experienced		
Union	\$13.24 to \$20.27	\$15.65
Non-union	\$11.50 to \$16.78	\$15.86
Three years with firm		
Union	\$14.41 to \$26.68	\$19.03
Non-union	\$15.00 to \$19.18	\$17.32

Note: Almost all responding employers (95%) reported yearly salaries that have been converted to an hourly wage, based on a 52-week year. Not all of these employees work a 52-week year. This should be taken into consideration when comparing the hourly wage.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	89%	0%	0%
Dental Insurance	84%	0%	0%
Vision Insurance	84%	0%	0%
Life Insurance	37%	0%	11%
Sick Leave	84%	0%	0%
Vacation	11%	0%	5%
Retirement Plan	32%	53%	0%
Child Care	0%	5%	5%

## WHERE THE JOBS ARE

Elementary and Secondary Schools

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Medium/Large (740–990)

Gender ratio as reported by responding employers:  
Female - 78%    Male - 22%

## OTHER INFORMATION

- Almost all responding employers (84%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 38 hours per week weighted average.
- Shifts worked: Day – 95%    Swing – 5%
- Most responding employers (68%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Continued education for Administrative Services Credential and professional advancement

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to growth, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 67

#### SOURCE OF FILLED VACANCIES

New positions .....	57%
Employees leaving .....	30%
Promotions .....	7%
Temporary, on call or seasonal positions .....	6%

#### PRIMARY RECRUITMENT METHODS

Colleges/Universities .....	95%
Newspaper ads .....	58%
Employee referrals .....	37%
Internet .....	37%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

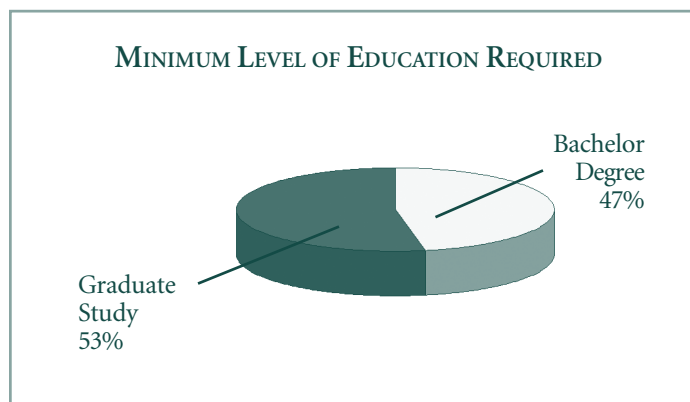
**Required – 21%**      **Preferred – 68%**      **Not Required – 11%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 16 months. Other acceptable experience listed by responding employers includes Special Education Para-educator and other credentialed teaching. Some of these employers (29%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 0%**      **Not Required - 100%**

All responding employers require a bachelor's or master's degree, which is included in Minimum Level of Education Required.

**LEGALLY MANDATED REQUIREMENTS**

The Commission on Teacher Credentialing establishes the requirements for a credential to teach special education in California public schools. Requirements are a bachelor's degree; prerequisite regular teaching credential; and Special Education Teacher preparation program, including student teaching. – *California Occupational Guide, No. 110; California License Handbook, 5th Edition 1997, page 238.*

**DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (63%) seek computer skills as follows:

- Word Processing (92%)      • Spreadsheet (17%)
- Data Base (33%)      • Desktop Publishing (8%)
- Other (17%)

**ADDITIONAL RESOURCES**

- *Employment Development Department, California Labor Market Information – Occupational Guide, No. 110* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- *O\*Net* (<http://online.onetcenter.org>), SOC Code 25-2041.00, 25-2042.00, 25-2043.00
- *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Sign language skill
- Ability to read braille
- Ability to read lips
- Ability to teach physical education
- Ability to use computers as a teaching tool
- Classroom management skills
- Ability to plan and organize training programs
- Ability to write effectively

**Personal or other**

- Ability to handle crisis situations
- Willingness to travel
- Imagination and creativity
- Ability to work independently
- Ability to maintain classroom discipline
- Ability to exercise patience
- Basic math skills
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 53%      Remain Stable – 47%      Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 300**  
 Due to growth – 250  
 Due to separations – 50

**Projected job growth rate for 7-year period:**  
 33.8% (Much faster than average)  
 Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Technical Writers

Employers Responded: 20 • Employees Covered: 83

Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$11.03 to \$19.18	\$16.54
New hires, experienced	\$11.99 to \$27.40	\$21.58
Three years with firm	\$16.00 to \$30.14	\$23.97

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	32%	63%	0%
Dental Insurance	32%	58%	11%
Vision Insurance	26%	42%	5%
Life Insurance	53%	37%	0%
Sick Leave	95%	0%	0%
Vacation	100%	0%	0%
Retirement Plan	26%	58%	5%
Child Care	0%	5%	0%

## WHERE THE JOBS ARE

Federal Government  
 Engineering & Architectural Services  
 Computer and Data Processing Services  
 Drugs  
 Management and Public Relations

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
 Small (160 – 180)

Gender ratio as reported by responding employers:  
 Male - 55%      Female - 45%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (94%) work full-time, 40 hours per week weighted average. Few employees (6%) work temporary/on-call, 40 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (55%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, technical and product knowledge, and ability to gather and edit material.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Due to turnover, demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 18

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 44%  
 New positions ..... 28%  
 Temporary, on call, or seasonal positions ..... 28%

#### PRIMARY RECRUITMENT METHODS

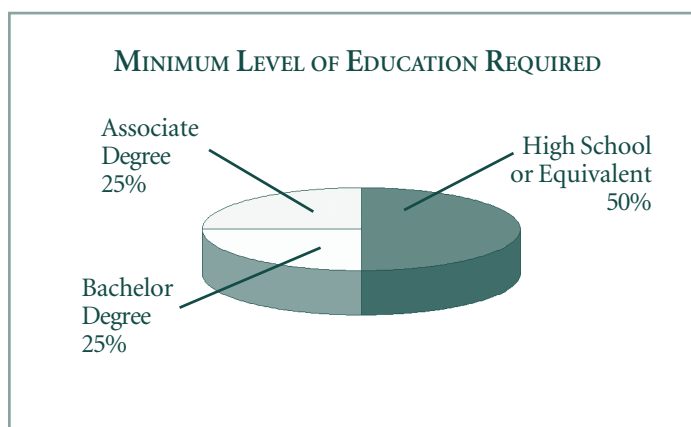
Internet ..... 70%  
 Employee referrals ..... 55%  
 In-house promotions or transfers ..... 55%  
 Newspaper ads ..... 55%  
 Private Employment Agencies ..... 20%

**EMPLOYER REQUIREMENTS****EXPERIENCE****Required – 80%****Preferred – 10%****Not Required – 10%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 24 months. Other acceptable experience listed by responding employers includes English composition and writing, industry related positions, and graphic artist. Some of these employers (28%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION****Required - 25%****Preferred - 20%****Not Required - 55%**

Required or preferred training ranges from 3 to 12 months or an average of 9 months. Training includes desktop publishing, word processing, and course work in Journalism.

**DESIRED COMPUTER SOFTWARE SKILLS**

All responding employers seek computer skills as follows:

- ☛ Word Processing (95%)
- ☛ Spreadsheet (35%)
- ☛ Data Base (40%)
- ☛ Desktop Publishing (75%)
- ☛ Other (60%)

Skills include Word, Photoshop, Excel, PageMaker, MS Publisher, Corel Draw, Framemaker, Illustrator, Filemaker Pro, and PowerPoint.

**ADDITIONAL RESOURCES**

- ☛ Employment Development Department, *California Labor Market Information* – Occupational Guide, No. 138, 2007 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ☛ O\*Net (<http://online.onetcenter.org>), SOC Code 27-3042.00
- ☛ U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/oco/home.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ☛ Ability to write and use job specifications for technical jobs
- ☛ Proofreading skills
- ☛ Ability to read working drawings
- ☛ Ability to write detailed technical instructions
- ☛ Ability to use graphic software
- ☛ Ability to use desktop publishing software
- ☛ Understanding of scientific terms
- ☛ English grammar, spelling, and punctuation skills
- ☛ Ability to demonstrate knowledge of specific products

**Physical**

- ☛ Ability to concentrate for long periods of time
- ☛ Ability to sit continuously for 2 or more hours
- ☛ Near vision (can be corrective)

**Personal or other**

- ☛ Ability to meet deadlines
- ☛ Ability to work independently
- ☛ Ability to think logically
- ☛ Basic math skills
- ☛ Ability to write legibly
- ☛ Oral communication skills
- ☛ Strong organizational skills
- ☛ Information gathering skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 25%    Remain Stable – 75%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 50**

Due to growth – 20

Due to separations – 30

**Projected job growth rate for 7-year period:**

12.5% (Slower than average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Tool and Die Makers

Employers Responded: 15 • Employees Covered: 66

Tool and Die Makers analyze a variety of specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinist's hand tools. Includes paper die makers and die sinkers, but does not include die setters.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.50 to \$9.59	\$8.05
New hires, experienced	\$7.50 to \$25.00	\$15.00
Three years with firm	\$10.00 to \$28.77	\$20.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	53%	33%	0%
Dental Insurance	40%	20%	0%
Vision Insurance	27%	20%	0%
Life Insurance	27%	0%	0%
Sick Leave	33%	0%	0%
Vacation	80%	0%	0%
Retirement Plan	27%	27%	7%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Miscellaneous Plastic Products  
Metalworking Machinery  
General Industrial Machinery  
Aircraft and Parts

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (200–280)

Gender ratio as reported by responding employers:  
Male - 94%      Female - 6%

## OTHER INFORMATION

- All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- Almost all employees (91%) work full-time, 42 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 20%
- Many responding employers (47%) promote their employees to higher level positions.
- Skills important for career advancement: Management skills, technical and mechanical comprehension, and engineering skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	○	●	○

*Due to turnover, demand is considerably greater than the supply of qualified experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

*Employer demand is somewhat greater than the supply of inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 14

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 71%  
New positions ..... 29%

#### PRIMARY RECRUITMENT METHODS

Employee referrals ..... 80%  
Newspaper ads ..... 60%  
Walk-in applicants ..... 40%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

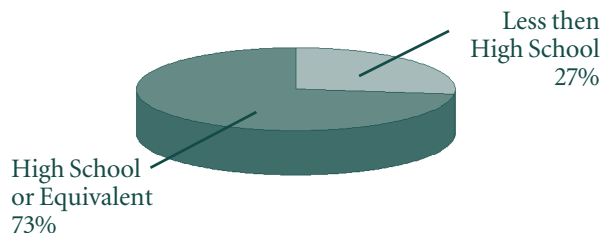
**Required – 73%**      **Preferred – 27%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 6 to 60 months or an average of 33 months. Other acceptable experience listed by responding employers includes machinist. Some of these employers (27%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required – 27%**      **Preferred – 27%**      **Not Required – 46%**

Required or preferred training ranges from 6 to 36 months or an average of 17 months. Training includes machine shop, apprenticeship programs, and drafting.

**MINIMUM LEVEL OF EDUCATION REQUIRED****DESIRED COMPUTER SOFTWARE SKILLS**

Many responding employers (40%) seek computer skills as follows:

- Spreadsheet (17%)
- Other (83%) – AutoCAD and MasterCAM.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to operate numerically controlled (NC) machines
- Ability to follow safe equipment operating practices
- Ability to read blueprints
- Shop math skills
- Knowledge of metallurgy and the properties of metals

**Physical**

- Good eye-hand coordination
- Ability to lift at least 50 lbs. repeatedly
- Ability to stand for prolonged periods of time
- Ability to perform precision work

**Personal or other**

- Ability to provide own hand tools
- Willingness to work with close supervision
- Ability to work independently
- Ability to exercise patience
- Ability to pay attention to detail
- Ability to read and follow instructions
- Oral communication skills
- Ability to write legibly

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 27%      Remain Stable – 73%      Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 15 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 110**

Due to growth – 80

Due to separations – 30

**Projected job growth rate for 7-year period:**

40% (Much faster than average)

Average growth rate for all occupations - 17.3%

For training providers in this occupation see the section on Training Providers by Occupation starting on page 198

# Truck Drivers, Light – includes Delivery & Route Workers

Employers Responded: 16 • Employees Covered: 78

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$5.75 to \$10.00	\$8.00
New hires, experienced	\$7.00 to \$13.00	\$8.00
Three years with firm	\$8.75 to \$14.76	\$11.00

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	13%	50%	0%
Dental Insurance	13%	44%	6%
Vision Insurance	6%	25%	6%
Life Insurance	13%	31%	0%
Sick Leave	38%	19%	6%
Vacation	56%	6%	6%
Retirement Plan	6%	38%	6%
Child Care	0%	0%	0%

## WHERE THE JOBS ARE

Trucking and Courier Services, except Air  
 Air Transportation, Scheduled  
 Automotive Services, except Repair  
 Eating and Drinking Places

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
 Very large (2,160 – 2,710)

Gender ratio as reported by responding employers:  
 Male -86%      Female - 14%

## OTHER INFORMATION

- Few responding employers (less than 20%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (81%) work full-time, 41 hours per week weighted average.
- Shifts worked: Day – 100%      Swing – 19%
- Most responding employers (69%) promote their employees to higher level positions.
- Skills important for career advancement: Supervisory skills, computer skills, good customer service skills, and product knowledge.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	Insufficient data		
Inexperienced	●	○	○

*Due to turnover, demand is considerably greater than the supply of qualified inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

**HIRED IN THE PAST 12 MONTHS: 38**

### SOURCE OF FILLED VACANCIES

Employees leaving .....	84%
New positions .....	8%
Temporary, on call, or seasonal positions .....	5%
Promotions .....	3%

### PRIMARY RECRUITMENT METHODS

Employee referrals .....	81%
Newspaper ads .....	69%
Walk-in applicants .....	63%

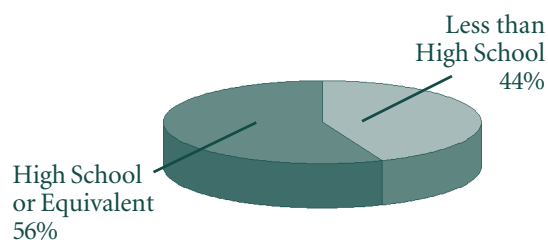
**EMPLOYER REQUIREMENTS****EXPERIENCE**

**Required – 43%**      **Preferred – 19%**      **Not Required – 38%**

Required or preferred experience in this occupation ranges from 6 to 12 months or an average of 9 months.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 0%**      **Not Required - 100%**

**MINIMUM LEVEL OF EDUCATION REQUIRED****LEGALLY MANDATED REQUIREMENTS**

Job applicants must have a valid driver's license and a good driving record.

**DESIRED COMPUTER SOFTWARE SKILLS**

None reported.

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to load and unload freight
- Ability to read invoices
- Knowledge of local streets
- Map reading skills
- Record keeping skills

**Physical**

- Ability to lift at least 75 lbs. repeatedly
- Ability to pass a pre-employment medical examination
- Ability to perform strenuous, physically demanding work
- Possession of agility and coordination

**Personal or other**

- Ability to deal tactfully with customers
- Ability to read and follow instructions
- Ability to work independently
- Ability to work under pressure
- Ability to write legibly
- Basic math skills
- Good grooming skills
- Organizational skills
- Oral communication skills
- Possession of a good DMV driving record
- Reliability and honesty
- Willingness to work early mornings, weekends
- Willingness to work overtime

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 31%    Remain Stable – 69%    Decline – 0%

**ADDITIONAL RESOURCES**

- Employment Development Department, California Labor Market Information – Occupational Guide, No. 563 ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 43-4151.00
- U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition (<http://stats.bls.gov/ocohome.htm>)

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 790**

Due to growth – 550

Due to separations – 240

**Projected job growth rate for 7-year period:**

25.5% (Faster than average)

Average growth rate for all occupations - 17.3%



# Veterinary Assistants

Employers Responded: 15 • Employees Covered: 83

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience	\$6.00 to \$8.00	\$6.75
New hires, experienced	\$7.00 to \$10.00	\$8.00
Three years with firm	\$8.00 to \$11.00	\$10.00

BENEFITS	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical Insurance	40%	0%	13%	7%	0%	7%
Dental Insurance	13%	0%	0%	7%	0%	0%
Vision Insurance	0%	0%	0%	0%	0%	0%
Life Insurance	7%	0%	0%	0%	0%	0%
Sick Leave	47%	13%	0%	0%	0%	0%
Vacation	67%	7%	0%	0%	0%	0%
Retirement Plan	20%	0%	0%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

## WHERE THE JOBS ARE

🐾 Veterinary Service for Animal Specialties

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
Small (80 – 100)

Gender ratio as reported by responding employers:  
Female - 84%    Male - 16%

## OTHER INFORMATION

- 🐾 All responding employers reported that wages *are not* subject to collective bargaining or union agreements.
- 🐾 Many employees (51%) work part-time, 25 hours per week weighted average. Many employees (48%) work full-time, 39 hours per week weighted average.
- 🐾 Shifts worked: Day – 100%    Swing – 33%  
Graveyard – 13%
- 🐾 Most responding employers (60%) promote their employees to higher level positions.
- 🐾 Skills and qualifications important for career advancement: Ability to learn new procedures, develop medical skills, ability to obtain certification, and leadership skills.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	●	○	○
Inexperienced	●	○	○

*Due to very high turnover, employer demand is considerably greater than the supply of qualified experienced and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 42

#### SOURCE OF FILLED VACANCIES

Employees leaving ..... 81%  
New positions ..... 10%  
Temporary, on call, or seasonal positions ..... 10%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads ..... 93%  
Employee referrals ..... 60%  
Walk-in applicants ..... 40%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

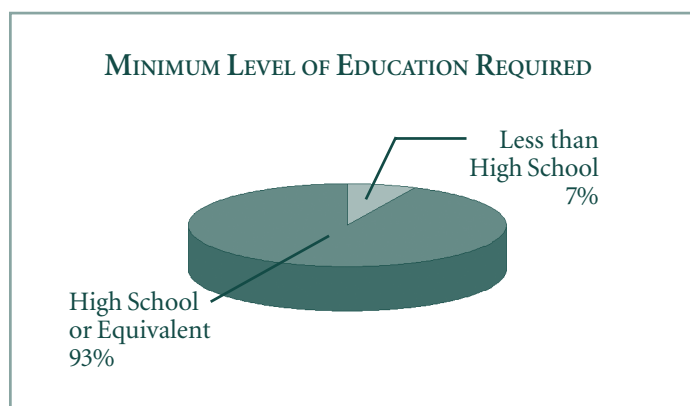
**Required – 13%**      **Preferred – 87%**      **Not Required – 0%**

Required or preferred experience in this occupation ranges from 3 to 12 months or an average of 8 months. Other acceptable experience listed by responding employers includes receptionist and animal handler. Almost all of these employers (93%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 67%**      **Not Required - 33%**

Preferred training ranges from 3 to 12 months or an average of 4 months. Training includes animal care or handling courses, and veterinary related programs.

**LEGALLY MANDATED REQUIREMENTS**

“Veterinary Assistants” do not require certification. “Veterinary Technicians” (OES 329510) require certification that includes the completion of a 2-year approved animal health technician program or equivalent. *California License Handbook, 5th Edition 1997, page 75.* See the American Veterinary Medical Association (AVMA) policy on veterinary technology and standard terminology in *AVMA Policy Statements and Guidelines, page 90.*

**DESIRED COMPUTER SOFTWARE SKILLS**

Many responding employers (47%) seek computer skills as follows:

- Word Processing (57%)      • Data Base (43%)
- Other (57%) – Avamark and Impromed veterinary programs.

**ADDITIONAL RESOURCES**

- American Veterinary Medical Association ([www.avma.org](http://www.avma.org))
- Employment Development Department, *California Labor Market Information – Occupational Guide, No. 402* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- O\*Net (<http://online.onetcenter.org>), SOC Code 31-9096.00
- U.S. Department of Labor *Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- Ability to follow laboratory procedures
- Teeth cleaning and polishing skills
- Ability to follow feeding and handling requirements for animals
- Ability to administer medications
- Ability to apply sterilization techniques
- Ability to administer emergency first aid
- Ability to take vital signs
- Certified in animal health care
- Ability to assess emergency situations and set priorities quickly
- Ability to accurately record and report information
- Ability to write effectively

**Physical**

- Ability to lift at least 50 lbs. repeatedly

**Personal or other**

- Willingness to work with close supervision
- Public contact skills
- Ability to work independently
- Ability to work under pressure
- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 60%      Remain Stable – 40%      Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 30**

Due to growth – 20

Due to separations – 10

**Projected job growth rate for 7-year period:**

25% (Much faster than average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*

# Vocational and Educational Counselors

Employers Responded: 16 • Employees Covered: 179

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

## WAGES AND BENEFITS

WAGES	RANGE	MEDIAN
New hires, no experience		
Non-union	\$8.05 to \$26.03	\$13.59
Union	\$15.00 to \$26.85	\$18.89
New hires, experienced		
Non-union	\$11.51 to \$18.00	\$14.38
Union	\$16.21 to \$31.16	\$19.92
Three years with firm		
Non-union	\$11.51 to \$23.01	\$17.26
Union	\$17.58 to \$31.16	\$23.01

Note: School Districts (50% of responding employers) reported yearly salaries that have been converted to an hourly wage, based on a 52 week year. Not all of these employees work a 52 week year. This should be taken into consideration when comparing the hourly wage.

BENEFITS	Employer Pays All	Share Cost	Employee Pays All
Medical Insurance	63%	31%	0%
Dental Insurance	63%	25%	0%
Vision Insurance	56%	19%	6%
Life Insurance	38%	13%	13%
Sick Leave	88%	6%	0%
Vacation	50%	6%	6%
Retirement Plan	31%	50%	6%
Child Care	0%	6%	6%

## WHERE THE JOBS ARE

Elementary & Secondary Schools  
 Junior Colleges  
 Job Training & Related Services  
 Schools & Educational Services, NEC  
 Local Government, except Education

## SIZE OF OCCUPATION

EDD estimated occupation size 1999–2006:  
 Small (310 – 360)

Gender ratio as reported by responding employers:  
 Female - 56% Male - 44%

## OTHER INFORMATION

- Many responding employers (44%) reported that wages *are* subject to collective bargaining or union agreements.
- Almost all employees (94%) work full-time, 39 hours per week weighted average.
- Shifts worked: Day – 100%
- Many responding employers (56%) promote their employees to higher level positions.
- Skills and qualifications important for career advancement: Ability to obtain Administrative Services Credential, knowledge of the Internet, and ability to research labor market information.

## SUPPLY AND DEMAND

### DEGREE OF DIFFICULTY IN FINDING QUALIFIED APPLICANTS

	Very Difficult	Moderately Difficult	Not Difficult
Experienced	○	●	○
Inexperienced	○	●	○

*Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.*

### HIRED IN THE PAST 12 MONTHS: 21

#### SOURCE OF FILLED VACANCIES

Employees leaving	57%
Promotions	19%
New positions	19%
Temporary, on call, or seasonal positions	5%

#### PRIMARY RECRUITMENT METHODS

Newspaper ads	56%
Colleges/Universities	50%
Employee referrals	50%
In-house promotions or transfers	38%

**EMPLOYER REQUIREMENTS****EXPERIENCE**

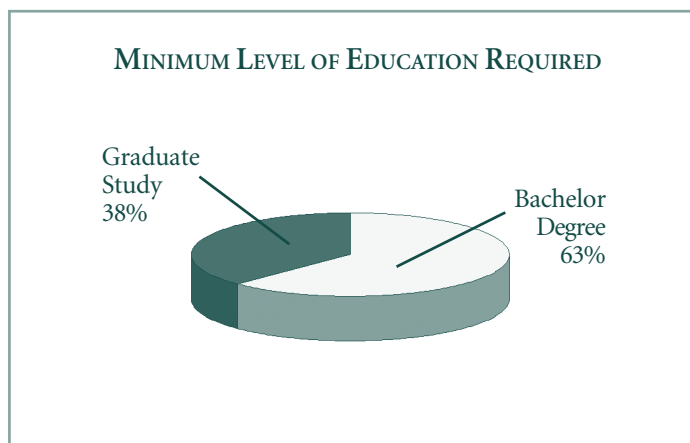
**Required – 38%**      **Preferred – 31%**      **Not Required – 31%**

Required or preferred experience in this occupation ranges from 6 to 36 months or an average of 19 months. Other acceptable experience listed by responding employers includes teaching or social work. Some of these employers (36%) will accept training as a substitute for experience.

**TECHNICAL/VOCATIONAL TRAINING OR CERTIFICATION**

**Required - 0%**      **Preferred - 0%**      **Not Required - 100%**

All responding employers require a bachelor or master's degree with major course work in counseling, sociology, or education. This is included in Minimum Level of Education Required.

**LEGALLY MANDATED REQUIREMENTS**

School Counselors are required to obtain a Pupil Personnel Services Credential which requires completion of at least 30 semester units of school counseling, including a practicum which involves students. The prospective counselor must also pass the California Basic Education Skills Test (CBEST). — *California License Handbook, 5th Edition 1997, pages 237, 238; California Occupational Guide, No. 429*

**DESIRED COMPUTER SOFTWARE SKILLS**

Most responding employers (69%) seek computer skills as follows:

- ✎ Word Processing (100%)
- ✎ Spreadsheet (27%)
- ✎ Data Base (9%)
- ✎ Other (18%)

**ADDITIONAL RESOURCES**

- ✎ *Employment Development Department, California Labor Market Information – Occupational Guide, No. 429* ([www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov))
- ✎ O\*Net (<http://online.onetcenter.org>), SOC Code 21-1012.00
- ✎ *U.S. Department of Labor Occupational Outlook Handbook, 2000–2001 edition* (<http://stats.bls.gov/ocohome.htm>)

**IMPORTANT JOB QUALIFICATIONS AND SKILLS****Technical**

- ✎ Ability to plan and organize the work of others
- ✎ Record keeping skills
- ✎ Knowledge of veterans' services
- ✎ Ability to treat substance abuse
- ✎ Ability to apply vocational skills assessment tools and techniques
- ✎ Rehabilitation counseling skills
- ✎ Family counseling skills
- ✎ Ability to interview others for information
- ✎ Ability to write effectively
- ✎ Ability to analyze labor market information
- ✎ Ability to conduct training programs

**Personal or other**

- ✎ Willingness to work with close supervision
- ✎ Ability to work independently
- ✎ Basic math skills
- ✎ Ability to read and follow instructions
- ✎ Ability to write legibly
- ✎ Oral communication skills

**PROJECTIONS****RESPONDING EMPLOYERS' TWO-YEAR PROJECTIONS**

Grow – 6%    Remain Stable – 94%    Decline – 0%

**EMPLOYMENT DEVELOPMENT DEPARTMENT  
OCCUPATIONAL FORECAST 1999–2006**

**Projected job openings for 7-year period: 100**

Due to growth – 50

Due to separations – 50

**Projected job growth rate for 7-year period:**

16.1% (Average)

Average growth rate for all occupations - 17.3%

*For training providers in this occupation see the section on Training Providers by Occupation starting on page 198*



# Training Provider Directory

*Your source for occupational training information*

## VENTURA COUNTY

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Universities, Graduate and  
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*New to the Occupational*

*Outlook Report this year is an  
expanded Training Provider*

*Directory of schools providing  
occupational training in  
Ventura County.*

This directory was developed to assist  
local employment training personnel,  
job seekers, career counselors, and  
employers to identify available  
training resources.

### DIRECTORY INFORMATION

Training providers are listed by school  
type with the following information:

- School name and address
- School phone and fax number
- Website
- Accreditation
- Degrees and/or certification offered
- Programs offered

### CTEP DATABASE

*Training providers in this directory  
will be included in the updated  
California Training & Education  
Providers (CTEP) database.*

### Did you know...?

The California Training & Education  
Providers (CTEP) can be accessed via the  
California Occupational Information  
Coordinating Committee (COICC) web site  
— [www.soicc.ca.gov](http://www.soicc.ca.gov)

The CTEP is easy to use. It is designed to  
provide point-and-click access to connect  
the user to over 2,600 profiles. It allows  
search by occupational title, training  
program, type of school, geographic region,  
and by custom search criteria. This version  
also provides Internet links to schools,  
school map directions, and regional transit  
web pages. CTEP uses Classification of  
Programs (CIP) codes. An updated CIP  
taxonomy is expected in the fall of 2003.

*Listing of training providers in this publication does not constitute approval by Workforce Administration to provide vocational training as a Workforce Investment Act (WIA) Eligible Training Provider. The County of Ventura accepts no responsibility or liability for the accuracy of training program information. The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.*





# UNIVERSITIES

## Graduate & Professional Schools

### AZUSA PACIFIC UNIVERSITY

5740 Ralston Ave., Suite 100, Ventura, CA 93003

PHONE: Main (805) 677-5825, Admission (800) 825-5278

FAX: (805) 677-5827

WEBSITE: [www.apu.edu](http://www.apu.edu)

ACCREDITATION: California Commission on Teacher Credentials, Western Association of Schools and Colleges

OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree, Doctorate



#### PROGRAMS

- *Applied Management (B.S.)*
- *Cross-cultural Language and Academic Development (CLAD) - Certificate*
- *Educational Leadership (Doctorate of Education)*
- *Education - Teaching, Educational Technology (B.A., M.A.)*
- *Education Technology (M.A.)*
- *Education - Physical Education, Special Education (M.A.)*
- *Education - School Administration, Pupil Personnel Services (M.A.)*
- *Human Development (B.A.)*
- *Library Media Teacher Credential*
- *Teaching Credential - Single-Subject, Multiple Subject, Preliminary and Professional Administrative Services, Special Education-Mild/Moderate Disabilities Specialist*

### CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CSUCI)

One University Drive, Administration Bldg., Camarillo, CA 93012-8584

PHONE: Main (805) 437-8451, Admission (805) 437-8400

FAX: Main (805) 437-8424, Admission (805) 437-8424

WEBSITE: [www.csuci.edu](http://www.csuci.edu)

ACCREDITATION: Western Association of Schools and Colleges

*The university  
will accept its  
first classes in  
the fall of 2002.*

#### PROGRAMS

- *Current Programs - Certificate in Business Management*
- *Majors planned for fall 2002 are Biology, Business Administration, Computer Science, Environmental Science and Resource Management, Fine-Arts, Languages and Cultures, Liberal Studies and Teacher credentials.*

## CALIFORNIA LUTHERAN UNIVERSITY

60 West Olsen Road #1350, Thousand Oaks, CA 91360

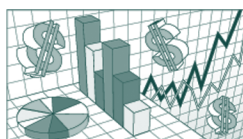
PHONE: Main (805) 493-3135, Admission (800) 252-5884

FAX: (805) 493-3114

WEBSITE: [www.clunet.edu](http://www.clunet.edu)

ACCREDITATION: Accrediting Commission for Senior Colleges and Universities, California Commission on Teacher Credentials, Western Association of Schools and Colleges

OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree (undergraduate and graduate)



### BUSINESS & ECONOMICS



### CAREERS IN SCIENCE



## PROGRAMS

- Accounting
- Art – Applied Arts, Design, Art History, Art Education
- Biochemistry & Molecular Biology
- Biological Science – Pre-Med, Pre-Dental, Pre-Veterinary, Marine Biology, Ecology, Genetics, Botany, Physiology
- Business Administration – Finance, Management, Marketing, International Business, Small Business Entrepreneurship, Information Technology
- Chemistry
- Communication
- Computer Information Systems
- Computer Science
- Criminal Justice
- Drama – Performance, Technical Theatre, Generalist/Education
- Economics
- Education – Curriculum and Instruction, Teacher Preparation, Education Administration. Counseling and Guidance, Special Education
- English
- Foreign Languages
- Geology
- History
- Interdisciplinary Studies
- International Studies
- Kinesiology – Teaching, Corporate Physical Fitness, Recreation
- Liberal Studies
- Marketing Communication
- Mathematics
- Multimedia
- Music
- Philosophy
- Physics
- Political Science
- Pre-Law
- Pre-Seminary
- Pre-Physical Therapy
- Psychology – Family & Child Development, Public Policy, Law & Criminal Behavior, Business/Organizational Psychology, Business/Marketing, BioPsychology
- Religion
- Social Sciences
- Sociology
- Sports Medicine – athletic Training, Pre-Physical Therapy

### CALIFORNIA STATE UNIVERSITY NORTHRIDGE (CSUN) AT CHANNEL ISLANDS

One University Drive, Bell Tower, Camarillo, CA 93012-8584

PHONE: Main (805)437-8500, Admission (805) 437-8510

FAX: Main (805) 437-8509, Admission (805) 437-8529

WEBSITE: [www.ci.csun.edu](http://www.ci.csun.edu)

ACCREDITATION: American Assembly of Collegiate Schools of Business, California Commission on Teacher Credential, Counsel for Accreditation of Counseling and Related Programs, National Council for Accreditation of Teacher Education, Western Association of Schools and Colleges

OFFERED: Certificate, Bachelor's degree, Master's degree



#### ACCOUNTANTS



#### EDUCATION

#### PROGRAMS

- ☛ Accountancy (B.S.)
- ☛ Business Administration (B.S.)
- ☛ Child Development (B.A.)
- ☛ Counseling - MFCC option (M.S.)
- ☛ Cross-cultural Language and Academic Development (CLAD) - Certificate
- ☛ Early Childhood Education (M.A.)
- ☛ Education Administration (M.A.)
- ☛ English (B.A.)
- ☛ History (B.A.)
- ☛ Liberal Studies (B.A.)
- ☛ Public Administration (M.P.A.)
- ☛ Psychology (B.A.)
- ☛ Sociology - General, Criminology & Corrections, Counseling and Interviewing (B.A.)
- ☛ Teaching Credential - Multiple Subject, Preliminary Administrative, Special Education-Mild/Moderate

### EMBRY-RIDDLE AERONAUTICAL

Mailing Address: P. O. Box 42354, NBVC Pt. Mugu, Port Hueneme, 93044-4654

Physical Address: N A W A Pt. Bldg., 10087, 7th St., Point Mugu, CA, 93042

PHONE: (805) 271-9691

FAX: (805) 271-1255

WEBSITE: [www.ec.erau.edu](http://www.ec.erau.edu)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Southern Association of Colleges and Schools

OFFERED: Certificate, Associate degree, Bachelor's degree, Master's degree



#### PROGRAMS

- ☛ Aeronautical Science (M.A.S.)
- ☛ Business Administration in Aviation (M.B.A.A.)
- ☛ Management in Technical Operations (B.S.M.T.O.)
- ☛ Professional Aeronautics (A.S., B.S.)

### PEPPERDINE UNIVERSITY - VENTURA COUNTY CAMPUS

2829 Townsgate Road, Suite 180, Westlake Village, CA 91362  
 PHONE: Main (805) 449-1181, Admission (310) 568-5555  
 FAX: (805) 496-8768  
 WEBSITE: [www.pepperdine.edu](http://www.pepperdine.edu)  
 ACCREDITATION: Western Association of Schools and Colleges  
 OFFERED: Bachelor's degree, Master's degree



#### PROGRAMS

- Business Administration (M.B.A)
- Education - Administration and Tier I Credential (M.S.)
- Education and Teaching Credential (M.A.)
- Management (B.S.)

### SOUTHERN CALIFORNIA INSTITUTE OF LAW

877 South Victoria Avenue, Ventura, CA 93003  
 PHONE: (805) 644-2327  
 FAX: (805) 644-2367  
 WEBSITE: [www.lawdegree.com](http://www.lawdegree.com)  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Committee of Bar Examiners of the State Bar of California, State Bar of California  
 OFFERED: Certificate, Associate degree, Bachelor's degree, Doctorate degree



#### PROGRAMS

- Law - Doctor of Jurisprudence (J.D.)
- Bachelor of Science in Laws (B.S.L.)
- Paralegal - Certificate

### THOMAS AQUINAS COLLEGE

10000 N. Ojai Rd., Santa Paula, CA 93060  
 PHONE: Main (805) 525-4417, Admission (800) 634-9797  
 FAX: Main (805) 525-0620, Admission (805) 525-9342  
 WEBSITE: [www.thomasaquinas.edu](http://www.thomasaquinas.edu)  
 ACCREDITATION: American Academy for Liberal Education, Western Association of Schools and Colleges  
 OFFERED: Bachelor's degree



#### PROGRAMS

- Liberal Arts (B.A.)

**UNIVERSITY OF CALIFORNIA SANTA BARBARA (UCSB) - VENTURA EXTENSION**

3585 Maple Street, Suite 112, Ventura, CA 93003

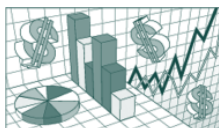
PHONE: Main (805) 893-3816, Admissions (805) 644-7261

FAX: (805) 893-4943

WEBSITE: [www.ocs.ucsb.edu/ventura](http://www.ocs.ucsb.edu/ventura)

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Off-Campus Studies for B.A. and M.S. degree programs, Certificate programs, Continuing Education



**BUSINESS &  
ECONOMICS**

**HUMAN RESOURCE  
SPECIALISTS**

M.I.S.



**PROGRAMS**

- *Business, Management, and Law*
- *Cross-cultural Language and Academic Development (CLAD) - Credential*
- *Digital Arts*
- *Education - Teaching Credential*
- *Education - Teaching English as a Second Language*
- *Information Technology*
- *Professional and Personal Development*

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**UNIVERSITY OF LA VERNE**

2001 Solar Drive, Suite 250, Oxnard, CA 93030

PHONE: Main (805) 981-8030, Admission (800) 695-4858

FAX: (805) 981-8033

WEBSITE: [www.ulv.edu/sce/campuses/vc/](http://www.ulv.edu/sce/campuses/vc/)

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Continuing Education, Bachelor's degree, Master's degree



**PROGRAMS**

- *Business Administration (B.A, M.B.A.)*
- *Health Administration (B.S., M.H.A.)*
- *Leadership and Management (M.S.L.M.)*
- *Liberal Studies/Teacher Preparation (B.A.)*
- *Organizational Management (B.S.)*
- *Public Administration (B.S.)*

### UNIVERSITY OF LAVERNE - PT. MUGU RESIDENCE CENTER

Mailing Address: P. O. Box 42264, Port Hueneme, CA 93044  
 Physical Address: 7th & C Streets. Bldg. 2-825, Pt. Mugu, CA 93042  
 PHONE: (805) 986-1783  
 FAX: (805) 986-1785  
 WEBSITE: [www.ulv.edu](http://www.ulv.edu)  
 ACCREDITATION: Western Association of Schools and Colleges  
 OFFERED: State Credential, State Certificate, Bachelor's degree, Master's degree



#### PROGRAMS

- Business Administration (B.A., M.B.A.)
- Business Organizational Management (B.S.)
- Criminology (B.S.)

### VENTURA COLLEGE OF LAW

4475 Market Street, Ventura, CA 93003  
 PHONE: (805) 658-0511  
 FAX: (805) 658-0529  
 WEBSITE: [www.venturalaw.edu](http://www.venturalaw.edu)  
 ACCREDITATION: State Bar of California  
 OFFERED: Doctorate



#### PROGRAMS

- Law - Doctor of Jurisprudence (J.D.)

### WORLD UNIVERSITY OF AMERICA (OJAI)

Mailing Address: P. O. Box 1567, Ojai, CA 93024-1567  
 Physical Address: 107 North Ventura Street, Ojai, CA 93023  
 PHONE: (805) 646-1444  
 FAX: (805) 646-1217  
 WEBSITE: [www.worldu.edu](http://www.worldu.edu)  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education  
 OFFERED: Continuing Education, Bachelor's degree, Master's degree, Certificate



#### PROGRAMS

- Certificate in Spiritual Ministry
- Certificate in Thanatology
- Counseling Psychology (M.A.)
- Psychology (B.A.)
- Religious Studies (M.A.)
- Transpersonal/Consciousness Psychology (M.A.)





# COMMUNITY Colleges

## MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021-1695

PHONE: (805) 378-1400, Admissions (805) 378-1429

FAX: (805) 378-1499, Admissions (805) 378-1583

WEBSITE: [www.moorpark.cc.ca.us](http://www.moorpark.cc.ca.us)

ACCREDITATION: Accrediting Council for Continuing Education and Training, Accrediting Council for Independent Colleges and Schools, Committee on Accreditation, Western Association of Schools and Colleges

OFFERED: Permit/Licensing, Certificate, Associate degree



## PROGRAMS OR COURSES

- Archaeology
- Art
- Astrophysics
- Behavioral Science
- Biology
- Biotechnology
- Business - Accounting, Management, Marketing/Sales
- Business - Communications, Marketing, Sales, Small Business
- Chemistry
- Child Development
- Child Development - Early Childhood Education
- Child Development - School Age Child Care, Child Development Assistant, Child Development Associate Teacher, Child Development Teacher, Child Development Master Teacher, Child Development Site Supervisor
- Communications
- Computer Information Systems
- Computer Information Systems - Microcomputer Systems
- Computer Network Systems Engineering
- Computer Science
- Computer Programming
- Computer - Microsoft Local Area Network
- Criminal Justice
- Dance
- Drafting - AutoCAD
- Electronics Technology
- Electronics - Network Engineer
- Engineering
- Engineering Technology
- Environmental - Science, Studies, Technology



**DESKTOP  
PUBLISHING**



**THEATER**

#### PROGRAMS OR COURSES, continued

- Exotic Animal Training and Management
- French
- Geology
- Graphics
- Graphics - Computer Graphics, Desktop Publishing, Printing Technology
- Graphics - Computerized Composition
- Health Science - Certified Nurse Assistant, Emergency Medical Technician, Health Information Technology, Nursing Science, Radiologic Technology
- Interior Design
- International and Intercultural Studies
- Journalism
- Mathematics
- Multimedia - Animation, Broadcast, Business, Communications, Visual Design, Web Design
- Music
- Philosophy
- Photography, Photo-Journalism
- Physical Education - Human Performance
- Physics
- Radio/Television
- Social Sciences
- Spanish
- Speech
- Theatre Arts - Acting, Directing, Technical Theatre
- Women's Studies

#### OXNARD COLLEGE

4000 South Rose Avenue, Oxnard, CA 93033-6699

PHONE: (805) 986-5800

FAX: (805) 986-5806

WEBSITE: [www.oxnard.cc.ca.us](http://www.oxnard.cc.ca.us)

ACCREDITATION: Accrediting Commission for Community and Junior Colleges, Western Dental Association, Western Association of Schools and Colleges

OFFERED: Certificate, Associate Degree

*Air Conditioning*

**AUTO BODY  
FENDER**

#### PROGRAMS OR COURSES

- Addictive Disorders Studies
- African American Studies
- Air Conditioning/Refrigeration
- American Sign Language
- Anthropology
- Area Studies
- Art
- Astronomy
- Automotive – Body and Fender Repair/Technology

OXNARD COLLEGE

M.I.S.



ELECTRONICS



THEATER

PROGRAMS OR COURSES, continued

- Biology
- Business – Management, International Business
- Chemistry
- Child Development
- Computer Information Systems
- Computer Science
- Dental Hygiene
- Economics
- Educational Assistance Center
- Electronics
- Engineering, Engineering Technology
- English
- English as a Second Language
- Environmental Technology
- Fire Technology – Pre-service, In-Service, Administrative Fire Services
- Geography
- Geology
- Health Education
- History
- Hotel & Restaurant Management – Culinary Arts
- Information Processing
- Interdisciplinary Studies
- Interpretation
- Japanese
- Journalism
- Legal Assistant
- Library Instruction
- Marine Studies
- Mathematics
- Multimedia Studies
- Music
- Personal Growth and Leadership
- Philosophy
- Photography
- Physical Education
- Physics
- Political Science
- Program for Accelerated College Education (PACE) – Adult Program, Saturdays & evenings
- Psychology
- Sociology
- Spanish
- Speech
- Television
- Theatre
- Travel & Tourism

**VENTURA COLLEGE**

4667 Telegraph Road, Ventura, CA 93003

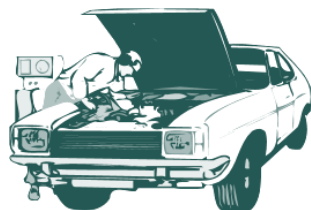
PHONE: (805) 654-6400, Admissions (805) 654-6457

FAX: (805) 654-6466

WEBSITE: [www.ventura.cc.ca.us](http://www.ventura.cc.ca.us)

ACCREDITATION: California Board of Registered Nursing, California Bureau of Automotive Repair, California State Emergency Medical Services Agency, National Automotive Technical Education Foundation, Western Association of Schools and Colleges

OFFERED: State Diploma, Certificate, Associate Degree

**PROGRAMS OR COURSES**

-  *Agricultural Sciences/Landscape Horticulture*
-  *Anthropology*
-  *Art*
-  *Automotive Technologies*
-  *Bilingual Vocational Arts*
-  *Biology*
-  *Business Information Systems*
-  *Central Coast Biotechnology Center (CCBC)*
-  *Chemistry*
-  *Child Development*
-  *Cisco Networking Academy*
-  *Clothing and Textiles*
-  *Computer Repair*
-  *Construction Technology*
-  *Criminal Justice*
-  *Drafting Technology/Architecture*
-  *Economics*
-  *English*
-  *English as a Second Language*
-  *Foreign Language*
-  *Geography/Geology/Geographic Information Systems (GIS)*
-  *Health Sciences – Certified Nursing Assistant, Nursing Science, Paramedic*
-  *History*
-  *Interior Design*
-  *International Studies*
-  *Journalism/Mass Communications*
-  *Machine Technology*
-  *Mathematics*
-  *Multimedia*
-  *Nutrition*
-  *Office/Computer Skills*
-  *Photography*
-  *Physics and Astronomy*
-  *Political Science*
-  *Psychology*
-  *Sociology*
-  *Speech*
-  *Studies Abroad*
-  *Theatre Arts*
-  *Water Science*
-  *Welding Technology*



# PUBLIC ADULT SCHOOLS

## *with Occupational Programs*

### CONEJO VALLEY ADULT EDUCATION

1025 Old Farm Road  
Thousand Oaks, CA 91360

PHONE: (805) 497-2761

FAX: (805) 374-1167

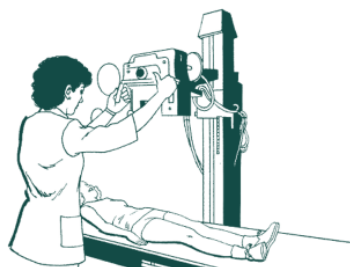
WEBSITE: [www.conejo.tec.ca.us](http://www.conejo.tec.ca.us)

ACCREDITATION: Western Association of Schools and Colleges, Microsoft Authorized Academic Training Provider

OFFERED: Certificate, Diploma



**DESKTOP**  
PUBLISHING



### PROGRAMS OR COURSES

- Administrative Assistant Training
- Business, General
- Computer Basics
- Computer Programs – Word Processing, Spreadsheet, Data Base, Presentation
- Computer Repair Technician
- Computerized Accounting
- Customer Service Training
- Desktop Publishing
- Emergency Medical Technician EMT-1
- English as a Second Language
- Finance
- General Office Assistant/Receptionist
- High School Equivalence Certificate
- Internet & The Web
- Information Technology & Computer Career Programs
- Medical Assistant Comprehensive Program
- Medical Back Office Procedures
- Medical Coding for Insurance
- Medical Front Office Procedures
- Medical Insurance Billing
- Medical Terminology
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Aide
- Technology – MCSE, MCDBA, MCP, CISCO, Network+, A+
- Web Page Technician
- Word Processing



## OXNARD ADULT SCHOOL

1101 W. 2nd Street, Oxnard, CA 93030

PHONE: (805) 385-2578

FAX: (805) 385-2581

WEBSITE: [www.ouhsd.k12.ca.us/sites/adult/adult.htm](http://www.ouhsd.k12.ca.us/sites/adult/adult.htm)

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



### COMPUTERS



### PROGRAMS OR COURSES

- *Certified Nursing Assistant*
- *Clothing*
- *Computer Basics*
- *Electrician – Apprenticeship Program*
- *English as a Second Language/Foreign Language*
- *High School Equivalence Certificate*
- *Home Health Aide for CNAs*
- *Internet Basics*
- *Licensed Vocational Nurse*
- *Office Technology – Word Processing, Spreadsheet*
- *Plumber and Pipefitter – Apprenticeship Programs*
- *Practical Nurse (L.P.N. Training)*
- *Reading, Literacy and Communication Skills*
- *Regular High School Diploma*
- *Upholsterer*
- *Webpage Design*



## SANTA PAULA ADULT SCHOOL

325 N. Palm Avenue, Santa Paula, CA 93060

PHONE: (805) 525-4407

FAX: (805) 525-2294

ACCREDITATION: Bureau for Private Post Secondary and Vocational Education, California State Department of Education (courses only), Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



### PROGRAMS OR COURSES

- *English as a Second Language*
- *English Language*
- *General Studies*
- *High School Equivalence Certificate*



**SIMI VALLEY ADULT SCHOOL & CAREER INSTITUTE**

Mailing Address: 3192 Los Angeles Ave., Simi Valley, CA 93065

PHONE: (805) 579-6200

FAX: (805) 522-8902

WEBSITE: [www.simi.tec.ca.us](http://www.simi.tec.ca.us)

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



**PROGRAMS OR COURSES**

- Academic and Literacy Classes - High School Diploma
- Adults with Disabilities
- Automotive Technology
- Biotechnology
- Business & Computer Technology - Business Applications, Computer Applications, Computer Networking and PC Repair
- Certified Nursing Assistant
- Computer Graphics - AutoCAD, Graphic Design, Multimedia, Web Design
- Cosmetology - Cosmetologist, Esthetician, Manicurist
- Dental Assisting, Dental Technology
- Emergency Medical Technician
- Early Childhood Education
- English as a Second Language (ESL)
- Fine Arts
- Health & Safety
- Home & Landscape
- Home Economics – Culinary Arts
- Machine Shop
- Medical Assisting
- Medical Insurance Billing
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Aide
- Reflexology
- Senior Citizen Programs
- Sign Language
- Spanish
- Surgical Technologist
- Travel Agent
- U.S. Citizenship Preparation
- Upholstery
- Vocational Nurse
- Welding Occupations
- X-Ray Technician



**TECHNOLOGY DEVELOPMENT CENTER - DIV. OF VENTURA ADULT EDUCATION (VCUSD)**

5200 Valentine Road, Ventura, CA 93003

PHONE: (805) 676-7300

FAX: (805) 641-5313

WEBSITE: [www.vace.com](http://www.vace.com), [www.tdctraining.com](http://www.tdctraining.com)

ACCREDITATION: Western Association of Schools and Colleges

OFFERED: Certificate, Diploma



**DESKTOP  
PUBLISHING**

**HUMAN RESOURCE  
SPECIALISTS**



**PROGRAMS OR COURSES**

- *Administrative Assistant*
- *Accounting – Account Clerk, Payroll Specialist, Computerized Accounting*
- *Billing Clerk – General Billing, Office Billing, Medical Billing Management*
- *Business Administration*
- *Business Manager – World Wide Web*
- *Chiropractic Assistant*
- *Computer-Aided Drafting and Design – Parametric Specialist, Solid Works*
- *Computer Applications Specialist*
- *Computer Applications Specialist/Web Design*
- *Computer Operator/Software Applications*
- *Computer Repair Technician*
- *Computer Systems Technicians*
- *Customer Service Representative/Collections*
- *Data Entry Specialist – Data Entry/Inventory Specialist*
- *Desktop Publishing*
- *Digital Multimedia – Digital Motion Graphics Specialist, Animation Technician, Design Technician, Digital Multimedia Technician, Studio Production Technician*
- *General Office Clerk*
- *Human Resource Management*
- *Legal Assistant*
- *Medical Back Office Medical Assistant/Phlebotomist*
- *Medical Front Office Dental Assistant*
- *Medical Front Office Assistant*
- *Medical Receptionist*
- *Medical Records Technician*
- *Medical Transcriber*
- *Office Assistant*
- *Office Graphics Specialist*
- *Pharmacy Assistant*
- *Pharmacy Technician*
- *Physical Therapy Aide*
- *Receptionist*
- *Record Keeping Clerk*
- *Veterinary Assistants, Front Office*
- *Web Design Specialist*
- *Word Processing Specialist*

# PRIVATE Business & Technical Schools

## A F INTERNATIONAL SCHOOL OF LANGUAGES INC.

3625 Thousand Oaks Blvd., Westlake Village, CA 91362

PHONE: (805)496-6694

FAX: (805)496-9622

WEB SITE: [www.afint.com](http://www.afint.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



### PROGRAMS OR COURSES

- ☛ American Language and Culture
- ☛ Basic, Medium, and Intensive English - ESL and Accent Reduction
- ☛ Business, Medical, Pre-MBA English

## ACADEMY EDUCATION SERVICES

Mailing Address: P. O. Box 7447, Oxnard, CA 93031

Physical Address: 520 W. 5th Street, Suite D, Oxnard, CA 93030

PHONE: (805)486-1102

FAX: (805)486-9172

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



### COMPUTERS



### PROGRAMS OR COURSES

- ☛ Automotive Systems
- ☛ Cashier and Data Entry
- ☛ Computer Repair/Network Technician
- ☛ Computerized Office Skills
- ☛ Electronic Assembly
- ☛ Medical Billing - Front Office
- ☛ Professional Child Care Worker

## ACADEMY OF SOMATICS & MASSAGE

Mailing Address: 336 Highland Drive, Oxnard, CA 93035

Physical Address: 600 S. Victoria Avenue, Oxnard, CA 93035

PHONE: (805) 382-0506

FAX: (805) 382-0545

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

### PROGRAMS OR COURSES

- ☛ Core Awareness
- ☛ Somatics I, II
- ☛ Therapeutic Massage Certification Course



### ADVANCED SCHOOL OF MASSAGE THERAPY

1414 E. Thousand Oaks Blvd., Suite 213, Thousand Oaks, CA 91362  
 PHONE: (805) 495-1353  
 FAX: (805) 379-1408  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education  
 OFFERED: Certificate



#### PROGRAMS OR COURSES

☛ Basic and Advanced Massage

### BODY ARTS COLLEGE

2538 E. Main Street, Ventura, CA 93003  
 PHONE: (805) 643-7191  
 FAX: (805) 646-2265  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education  
 OFFERED: Certificate



#### PROGRAMS OR COURSES

☛ Massage - Therapeutic, Lomilomi Hawaiian, Shaiatsu

### BROOKS INSTITUTE

5301 N. Ventura Avenue, Ventura, CA 93001  
 PHONE: Main (805) 690-7677, Admission (805) 966-3888, Toll free (888) 304-FILM  
 FAX: Main (805) 564-2918, Admission (805) 565-1386  
 WEB SITE: [www.brooks.edu](http://www.brooks.edu)  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education  
 OFFERED: Associate degree, Bachelor's degree, Diploma



#### PROGRAMS OR COURSES

☛ Motion Picture/Video (B.A.)  
 ☛ Photographic/Filmmaking (Diploma)  
 ☛ Professional Photography (B.A.)  
 ☛ Visual Journalism (A.A.)

### CALIFORNIA VOCATIONAL COLLEGE

1661 Pacific Avenue, Suite 14, Oxnard, CA 93033  
 PHONE: (805) 385-9020  
 FAX: (805) 385-9602  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education  
 OFFERED: Certificate



#### PROGRAMS OR COURSES

☛ Automated Office Systems  
 ☛ Automotive Tune-up Electronic Technician  
 ☛ Child Care Provider  
 ☛ Computer Hardware and Networking Technician



**COMPUTERS**

### CAL-TECH VOCATIONAL INSTITUTE

Mailing Address: P. O. Box 2507, Oxnard, CA 93034

Physical Address: 200 South 'A' Street, Suite 208, Oxnard, CA 93030

PHONE: (805) 385-4473

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Diploma, Certificate



#### COMPUTERS

**Train for a  
career  
in ...**

**ELECTRONICS**

#### PROGRAMS OR COURSES

- *Computer PC Servicing*
- *Computerized Bookkeeping*
- *Computerized Office Operations*
- *Customer Service/Data Entry/Cashiering*
- *Electromechanical Drafting*
- *Electronic Assembly/Test Technician*
- *Medical Records Technician*
- *Sewing Machine Operations*

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### CENTER FOR EMPLOYMENT TRAINING

761 So. C Street, Oxnard, CA 93030

PHONE: (805) 487-9821

FAX: (805) 487-7775

WEB SITE: [www.cet2000.com](http://www.cet2000.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Western Association of Schools and Colleges

OFFERED: Certificate



#### COMPUTERS



#### PROGRAMS OR COURSES

- *Automated Office Skills*
- *Building Maintenance*
- *Electronic Assembly*
- *Machine Tool Operator*
- *Medical Assistant*

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### CHANNEL ISLANDS AVIATION, INC.

305 Durley Ave, Camarillo, CA 93010-9102

PHONE: (805) 987-1301

FAX: (805) 987-8301

WEB SITE: [www.flycia.com](http://www.flycia.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- *Certified Flight Instructor*
- *Commercial Pilot*
- *Instrument Rating*

### COMPUSA TECHNOLOGY TRAINING

2241 N. Rose Avenue, Oxnard, CA 93030  
 PHONE: Main (805) 988-3110, Admissions (805) 988-3130  
 FAX: (805) 988-3155  
 WEB SITE: [www.compustores.com](http://www.compustores.com)  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education  
 OFFERED: Certificate



#### PROGRAMS OR COURSES

• Computer Training - Basics, Word Processing, Spreadsheet and Financial, Integrated and Business Applications, Database, Internet, Graphics and Publishing

### E Z SUCCESS

1437- F So. Victoria Ave. #355, Ventura, CA 93003  
 PHONE: (805) 488-9881  
 FAX: (805) 488-7222  
 WEB SITE: [www.ezsucccess.net](http://www.ezsucccess.net)  
 OFFERED: Certificate, Diploma



#### PROGRAMS OR COURSES

• Assessments  
 • Business and Social Skills  
 • Customer Service, Sales, and Management  
 • Development and Team Building

### EXECUTIVE PROGRAMS - Distance Learning

Mailing Address: P. O. Box 5407, Oxnard, CA 93031  
 Physical Address: 210 St. Mary's Dr. , Suite I, Oxnard, CA 93030  
 PHONE: (800) 416-1996  
 FAX: (800) 421-3097  
 WEB SITE: [www.executiveprogram.com](http://www.executiveprogram.com)  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, California Department of Insurance, California State Department of Real Estate  
 OFFERED: Certificate, Diploma



#### PROGRAMS OR COURSES

• Business Law  
 • Insurance  
 • Mortgage Loan Brokering and Lending  
 • Real Estate - Appraisal, Economics, Escrow, Ethics, Fair Housing, Financing, Legal Aspects, Office Management, Practice, Property Management, Principles  
 • Trust Funds



#### FLS INTERNATIONAL - OXNARD

4000 South Rose Ave., Oxnard, CA 93033

PHONE: (805) 986-8200

FAX: (805) 986-8202

ACCREDITATION: Accrediting Council for Continuing Education and Training, American Association of Intensive English Programs, Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

#### PROGRAMS OR COURSES

🎓 *Intensive English - Levels 1 - 7*

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#### GATEWAY LEARNING ORGANIZATION

1700 Ventura Blvd., Oxnard, CA 93030

PHONE: (805) 485-8702

FAX: (805) 981-4056

WEB SITE: [www.gateway.com](http://www.gateway.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

#### PROGRAMS OR COURSES

🎓 *Computer Training - MS Windows, MS Word, MS Access, MS Excel, Internet*



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#### GOODWILL INDUSTRIES OF VENTURA & SANTA BARBARA

350 Cactus Drive, Oxnard, CA 93030

PHONE: (805) 983-3414

FAX: (805) 983-3405

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

#### PROGRAMS OR COURSES

🎓 *Clerical and General Sales*

🎓 *Office Applications - Beginning and Advanced*



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#### H & R BLOCK TAX SCHOOL

2383 N. Oxnard Blvd., Oxnard, CA 93030

PHONE: (805) 983-6639

FAX: (805) 983-7260

WEB SITE: [www.hrblock.com](http://www.hrblock.com)

ACCREDITATION: California Tax Education Council

OFFERED: Certificate

#### PROGRAMS OR COURSES

🎓 *Taxation*



## HOLLYWOOD FILM SCHOOL

2500-K Townsgate Road, Westlake Village, CA 91361

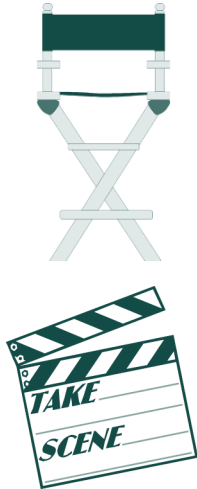
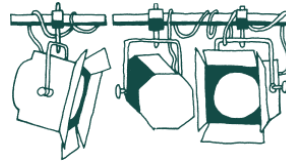
PHONE: (805) 496-9716

FAX: (805) 496-6172

WEB SITE: [www.hollywoodfilmschool.com](http://www.hollywoodfilmschool.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



### PROGRAMS OR COURSES

- Acting
- Animatronics - Beginning, Advanced
- Carpenter and Shop Skills
- Directing/Film Production
- Interactive Digital Media
- Motion Picture Craft Service
- Motion Picture Grip
- Motion Picture Make-up and Hair
- Motion Picture Office Procedures
- Multi-Media Sound
- Production Assistant
- Screenwriting
- Special Effects

## ITT TECHNICAL INSTITUTE

2051 Solar Drive, Suite 150, Oxnard, CA 93030

PHONE: (805) 988-0143

FAX: (805) 988-1813

WEB SITE: [www.itt-tech.edu/campus/school.cfm](http://www.itt-tech.edu/campus/school.cfm)

ACCREDITATION: Accrediting Council for Independent Colleges and Schools, Bureau for Private Postsecondary and Vocational Education, Western Association of Schools and Colleges

OFFERED: Associate degree, Bachelor's degree

**HIGH TECH**

**Train for a**

**career**

**in ...**

**ELECTRONICS**

### PROGRAMS OR COURSES

- Computer and Electronics Engineering Technology (A.)
- Computer Drafting and Design (A.)
- Information Technology - Computer Network Systems (A.)
- Information Technology - Multimedia (A.)
- Information Technology - Software Applications and Programming (A.)
- Information Technology - Web Development (A.)
- Telecommunications Engineering Technology (A., B.)

### INTERNATIONAL BARTENDERS SCHOOL

2011 Auto Center Dr. #111, Oxnard, CA 93030

PHONE: (805) 983-6649

FAX: (805) 983-6373

WEB SITE: [www.mybartendingschool.com](http://www.mybartendingschool.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

☛ Bartender/Mixologist

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### INTERNET EDUCATION CENTERS

870 Hampshire Road, Suite A, Westlake Village, CA 91361

PHONE: (805) 373-8803

FAX: (805) 373-0258

WEB SITE: [www.iec-west.com](http://www.iec-west.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified Technical Education Centers

OFFERED: Certificate



#### PROGRAMS OR COURSES

- ☛ A+ / Microsoft Certified System Engineer (A+ / MCSE)
- ☛ A+ / Microsoft Certified Profession (A+ / MCP + Internet)
- ☛ Cat 5 Certification
- ☛ Cisco Certified Network Associate (CCNA)
- ☛ Cisco Certified Network Profession (CCNP)
- ☛ Microsoft Certified Professional (MCP, MCP + Internet)
- ☛ Microsoft Certified Systems Engineer (MCSE, MCSE + Internet)
- ☛ Network+ / Microsoft Certified Professional (Network+ / MCP)
- ☛ Webmaster - HTML, Dreamweaver, Flash, FrontPage, PhotoShop, JavaScript

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### JOHN ROBERT POWERS

300 Esplanade Dr., Suite 1640, Oxnard, CA 93030

PHONE: (805) 983-1076

FAX: (805) (805) 983-0738

WEB SITE: [www.jrpowers.net/locations/ventura.htm](http://www.jrpowers.net/locations/ventura.htm)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- ☛ Acting
- ☛ Commercials
- ☛ Drama
- ☛ Modeling
- ☛ Monologue
- ☛ Personal Development
- ☛ Scene Study

### KALI INSTITUTE FOR MASSAGE & SOMATIC THERAPIES

746 E. Main Street, Ventura, CA 93001

PHONE: (805) 648-6204

FAX: (805) 646-2265

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- *Advanced Practitioner*
- *Massage Therapy*

### LACKNER COMPUTER SYSTEMS, INC.

2225 Sperry Ave., Suite 3000, Ventura, CA 93003

PHONE: (805) 639-0019

FAX: (805) 639-0261

WEB SITE: [www.lacknercs.com](http://www.lacknercs.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- *Architectural Drafting*
- *Computer Aided Design (CAD, AutoCAD) - Engineering and Design*
- *Engineering Document Management*
- *Land Planning*
- *Manufacturing Design*
- *Mechanical Drafting*
- *Mechanical Engineering*
- *Mechanical and Industrial Design Automation*
- *Mapping*



### LYNDA.COM

Mailing Address: P. O. Box 789, Ojai, CA 93024

Physical Address: 305 E. Matilija, Suite 201, Ojai, CA 93023

PHONE: Main (805) 646-7076, Admissions (888) 335-9632

FAX: Main (805) 640-9607, Admissions (640-3330)

WEB SITE: [www.lynda.com](http://www.lynda.com)

OFFERED: Certificate

#### PROGRAMS OR COURSES

- *Web Design - Adobe Web Design, Action Script, After Effects 5, Dreamweaver, Flash 5, Java Script, Macromedia Web Design, UltraDev*

**LEARNING TREE UNIVERSITY - Continuing Education**

72 Moody Ct., Thousand Oaks, CA 91360

PHONE: (805) 497-2292

FAX: (805) 497-0467

WEB SITE: [www.ltu.org](http://www.ltu.org)

ACCREDITATION: Accrediting Counsel for Continuing Education and Training, Bureau for Private Postsecondary and Vocational Education

OFFERED: Professional Certificate



**NEW DIRECTIONS  
IN HEALTH CARE**

**PROGRAMS OR COURSES**

- Arts and Design - Animation, Digital Film and Animation, Digital Media and Web Design, Graphic Design
- Business and Management - Accounting and Finance, Computerized Accounting, Financial Planning, Human Resource Management, Project Management, Technical Writing, Marketing, Real Estate Appraisal, Medical Billing and Transcription, Travel and Tourism
- Education - Learning to Teach On-line
- Entertainment Studies - Acting, Music, Voice, Film and Television, Post Production Techniques, Makeup Artistry
- Information Technology - Internet, Computer Aided Design, Database, Networking, Office Suites, PC Service and Support, Presentation Software, Programming, Spreadsheet, Web Application Suites, Telecommunications, Web Development, Web Programming, Web Site Administration
- Language - Foreign Languages, Sign Language
- Nursing Continuing Education - Case Management
- Recreation, Health and Fitness
- Writers' Program - Creative Writing, Fiction and Nonfiction, Screenwriting, Poetry, The Business of Writing

**LU ROSS ACADEMY OF HAIR DESIGN**

470 E. Thompson Blvd., Ventura, CA 93001

PHONE: (805) 643-5690

FAX: (805) 643-7716

WEB SITE: [www.lurossacademy.com](http://www.lurossacademy.com)

ACCREDITATION: Accrediting Commission of Career Schools and Colleges of Technology, California State Board of Barbering and Cosmetology, Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate of Completion



**PROGRAMS OR COURSES**

- Cosmetologist
- Cosmetology Instructor Trainee
- Esthetician
- Manicurist
- Massage Therapy



### MC INTYRE BIRKNER & ASSOCIATES, INC.

2026 El Monte Drive, Thousand Oaks, CA 91362

PHONE: (805) 494-7155

FAX: (805) 494-1947

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- Comprehensive Industrial Hygiene Review
- Environmental, Health & Safety Auditing Workshop
- Hazardous Waste Operations and Emergency Response
- Hazardous Waste Refresher Course
- NIOSH -Approved Pulmonary Function Testing (Spirometry)
- Prcs Safety and Risk Management Incident Investigation
- Train-the-Trainer Tutorials

### MEDICAL CAREER SERVICES

2444 Saviers Road, Oxnard, CA 93030

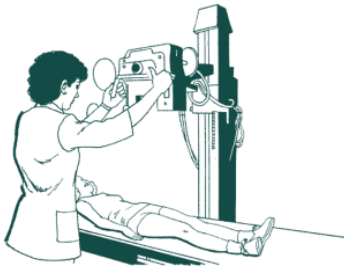
PHONE: (805) 487-6439

FAX: (805) 487-5459

WEB SITE: [www.superpages.com](http://www.superpages.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- Computerized Office Clerk
- Medical Assistant, Front and Back Office
- Medical Billing
- Medical Records Clerk
- Professional Child Day Care

### MODERN BEAUTY ACADEMY

699 South C Street, Oxnard, CA 93030

PHONE: (805) 483-4994

FAX: (805) 240-1507

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, National Accrediting Commission of Cosmetology Arts and Sciences

OFFERED: Diploma



#### PROGRAMS OR COURSES

- Cosmetologist
- Cosmetology Instructor Trainee
- Manicurist



### NATIONWIDE EDUCATION SERVICES

160 W. 4th Street, Oxnard, CA 93030

PHONE: (805) 483-3717

FAX: (805) 483-3107

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Diploma

#### CHILD CARE



#### PROGRAMS OR COURSES

- Child Care and Development
- Computerized Office Procedures
- Electronic Assembly
- Electronic Technology
- Medical Assistant, Back Office
- Medical Assistant, Front Office

### NEW HORIZONS COMPUTER LEARNING CENTER OF THOUSAND OAKS & OXNARD

Mailing and Physical Address: 920 Hampshire Road, Suite S, Westlake Village, CA 91361

Second Location: 300 Esplanade Drive, Suite 230, Oxnard, CA 93030

PHONE: (805) 496-9690

FAX: (805) 496-9780

WEB SITE: [www.newhorizons.com](http://www.newhorizons.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified Technical Education Centers

OFFERED: Certificate

#### COMPUTER PROGRAMMING & ANALYSIS SCHOOL



#### PROGRAMS OR COURSES

- A+ Certified PC Technician
- Computer Hardware/Software Installation and Repair
- Computer Operator/Specialist - Office Applications
- Computer Programming
- Database Programs - Access, FileMaker Pro, Goldmine, SQL
- Graphic Specialist - CorelDRAW, Freehand, Illustrator, PhotoShop
- Information Systems Network Engineers
- Internet Specialist
- Microsoft Certified Network Engineers
- Microsoft Certified Network Technicians
- Microsoft Certified Network Administrators
- Publishing - PageMaker, QuarkXPress
- Web Design - HTML, Dreamweaver, Flash, FrontPage
- Web Service Administrator

### OJAI SCHOOL OF MASSAGE

619 West El Roblar Drive, Ojai, CA 93023

PHONE: (805) 640-9798

FAX: (805) 646-4612

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate

#### PROGRAMS OR COURSES

- Holistic Massage Therapist
- Holistic Aromatherapist



### PACIFIC SCUBA CENTER, INC.

3600 So. Harbor Blvd., Suite 215, Oxnard, CA 93035

PHONE: (805) 984-2566

FAX: (805) 382-8772

WEB SITE: [www.pacificscuba.com](http://www.pacificscuba.com)

ACCREDITATION: American Council on Education, Professional Association of Diving Instructors

OFFERED: Certificate



#### PROGRAMS OR COURSES

- Assistant Diving Instructor
- Divemaster
- Professional Diver



### PACIFIC COAST TRADE SCHOOL

1690 Universe Circle, Oxnard, CA 93033

PHONE: (805) 487-9260

FAX: (805) 487-4760

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



#### PROGRAMS OR COURSES

- Accounting Clerk
- Combination Welder/Burner-Light Industrial
- Computer Networking and Basic Web Design
- Computerized Office Procedures
- Electronic Assembly
- Electronic Medical Billing
- Medical Assistant, Front and Back Office

### PACIFIC SEATEC

Mailing Address: P. O. BOX 24197, Ventura, CA 93002

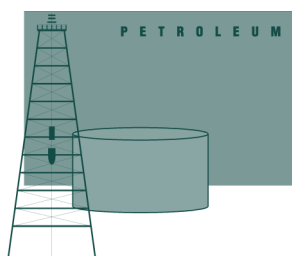
Physical Address: 110 North Olive, Suite M, Ventura, CA 93001

PHONE: (805) 648-1004

FAX: (805) 648-1005

ACCREDITATION: Minerals Management Service - U. S. Department of Interior, National Safety Council

OFFERED: Certificate



#### PROGRAMS OR COURSES

- Confined Space Standard
- Gas Measurement Theory and Practice
- Hazardous Communications
- Hazwoper
- Hydrogen Sulfide Safety
- Petroleum Pipeline Operations
- Production Safety Systems

### PC IDIOT.COM TECHNOLOGY SERVICES

2734 Johnson Drive, Suite 101, Ventura, CA 93003

PHONE: (805) 650-5981

FAX: (805) 650-6948

WEB SITE: [www.pcidiot.com](http://www.pcidiot.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- *Administrative Bookkeeping /Quickbooks*
- *Computerized Office Operations - Word, Excel, Access, PowerPoint*
- *General Office I, II*
- *Graphics/Desktop Publishing - CorelDraw, PageMaker, Photoshop, Scanning and Digital Photography*
- *Internet - Web Design/Dreamweaver*
- *PC Upgrade and Repair*
- *Secretarial/Administrative Assistant I, II, III*

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### PROFESSIONAL DRIVER TRAINING SCHOOLS, INC.

1661 Pacific Avenue, #19, Oxnard, CA 93033

PHONE: (805) 487-4474

FAX: (805) 487-0929

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- *Commercial Truck Driver*

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### SUPERIOR TECHNICAL INSTITUTE

520 East Third Street, Suite B, Oxnard, CA 93030

PHONE: (805) 385-4761

FAX: (805) 385-4764

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate, Diploma



#### PROGRAMS OR COURSES

- *Building Maintenance*
- *Computerized Office Systems Specialist*
- *Computer Repair and Servicing*
- *Electronic Assembly*
- *Engine Performance and Electrical Mechanic*
- *English Oriented Training*
- *General Automobile Technician*
- *Sewing Machine Operator*

**AUTO  
REPAIR**



### SUN-AIR AVIATION TRAINING ACADEMY

50 Durley Avenue., Camarillo, CA 93010

PHONE: (805) 987-8464

FAX: (805) 987-1316

WEB SITE: [www.sun-air.com](http://www.sun-air.com)

ACCREDITATION: Federal Aviation Administration

OFFERED: Certificate



#### PROGRAMS OR COURSES

- ✦ Professional Pilot Flight Training

### THOUSAND OAKS HEALING ARTS INSTITUTE

2955 Moorpark Road, Thousand Oaks, CA 91360

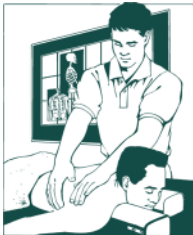
PHONE: (805) 241-4194

FAX: (805) 493-4039

WEB SITE: [www.a2zhealth.com](http://www.a2zhealth.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



#### PROGRAMS OR COURSES

- ✦ Advanced Courses - Thai Massage, Myofascial Release Technique-Trigger Point Therapy, Deep Tissue and Sports Massage, Reiki I, II, Reflexology, Pregnancy and Infant Massage, Structural Movement - Stretch and Flex, Acupressure, Aromatherapy, Shiatsu, Lymphatic Drainage, Tuina, Chakras and Energy Work
- ✦ Massage Technician - Swedish Massage
- ✦ Massage Therapist
- ✦ Holistic Bodywork Practitioner

### VORTEX PRODUCTIVITY CENTERS

555 Airport Way, Suite F, Camarillo, CA 93010

PHONE: (805) 987-6019

FAX: (805) 987-6491

WEB SITE: [www.vortexpc.com](http://www.vortexpc.com)

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, Microsoft Certified System Engineer

OFFERED: Certificate



#### PROGRAMS OR COURSES

- ✦ Accounting Technician
- ✦ Computer Graphics
- ✦ Customer Service Representative
- ✦ Microsoft Certified System Engineer (MCSE)
- ✦ Microsoft Office User Specialist (MOUS)
- ✦ PC Support Analyst
- ✦ PC Technician - A+ Certificate Preparation
- ✦ Upgrading Computer Skills

# APPRENTICESHIP PROGRAMS & Regional Occupation Program

## CARPENTER'S APPRENTICESHIP TRAINING CENTER

412 Dawson Drive, Camarillo, CA 93012-8010

PHONE: (805) 482-9226

FAX: (805) 389-0707

WEB SITE: [www.calapprenticeship.org/Carpenter.htm](http://www.calapprenticeship.org/Carpenter.htm)

ACCREDITATION: United Brotherhood of Carpenters and Joiners of America

OFFERED: Certificate



### PROGRAMS

 *Carpenter Apprenticeship*

## SHEET METAL WORKERS JOINT APPRENTICESHIP COMMITTEE

Mailing: P. O. Box 3661, Ventura, CA 93006

Physical: 2500 Channel Drive, Ventura, CA 93003

PHONE: (805) 648-2220

FAX: (805) 648-5966

WEB SITE: [www.sheetmetalapprenticeship.org](http://www.sheetmetalapprenticeship.org)

ACCREDITATION: International Training Institute for Sheet Metal Workers

OFFERED: Certificate



### PROGRAMS

 *Sheet Metal Worker Apprenticeship*

## VENTURA COUNTY BUILDING & CONSTRUCTION TRADES COUNCIL AFL-CIO

547 Sandy Circle, Oxnard, CA 93030

PHONE: (805) 981-3812

FAX: (805) 981-3814

ACCREDITATION: Bureau for Private Postsecondary and Vocational Education

OFFERED: Certificate



### PROGRAMS

 *Joblinks Pre-Apprenticeship Training Program - Building and Construction Trades*

## VENTURA COUNTY ELECTRICAL JOINT APPRENTICESHIP & TRAINING COMMITTEE

201 Bernoulli Circle, Unit A, Oxnard, CA 93030

PHONE: (805) 604-1155

FAX: (805) 604-1166

WEB SITE: [www.ibewlu952.org](http://www.ibewlu952.org)

ACCREDITATION: American Council on Education, International Brotherhood of Electrical Workers

OFFERED: Certificate



### PROGRAMS

- ☛ *Electrician Apprenticeship Program*

## VENTURA COUNTY REGIONAL OCCUPATIONAL PROGRAM (H.S.)

465 Horizon Circle, Camarillo, CA 93010-8596

PHONE: (805) 388-4430

FAX: (805) 388-4428

OFFERED: Certificate



### PROGRAMS OR COURSES

- ☛ *Automotive Body and Fender Repair*
- ☛ *Auto Refinishing*
- ☛ *Automotive Mechanic*
- ☛ *Bank Teller*
- ☛ *Cabinet Making*
- ☛ *Computer Accounting*
- ☛ *Computer Business Applications*
- ☛ *Computer Repair and Maintenance*
- ☛ *Computer Aided Drafting (CAD)*
- ☛ *Dental Assistant*
- ☛ *Fashion/Retail Merchandising*
- ☛ *Floral Design*
- ☛ *Graphic Design*
- ☛ *Health Careers*
- ☛ *Hospitality and Tourism*
- ☛ *Industrial Electronics*
- ☛ *Instructional Assistant*
- ☛ *Laboratory Technician*
- ☛ *Medical Assistant, Back Office*
- ☛ *Network Development – Cisco*
- ☛ *Nursing Assistant*
- ☛ *Photography*
- ☛ *Production Printing*
- ☛ *Video Productions*
- ☛ *Welding*





# OTHER EDUCATION & Work Training Programs

## CONSORTIUM FOR ADVANCED & TECHNICAL EDUCATION (CATE) - Distance Education

166 North Moorpark Rd., Suite 101, Thousand Oaks, CA 91360

PHONE: (805) 496-9433

FAX: (805) 496-8462

WEB SITE: [www.polyfet.com.htm](http://www.polyfet.com.htm)

ACCREDITATION: American Law Institute, Bureau for Private Postsecondary and Vocational Education, Western Association of Schools & Colleges

OFFERED: Certificate, Diploma, Master's degree, Doctorate

ENGINEERS



HIGH TECH

### PROGRAMS OR COURSES

- Computer Engineering (M.S.)
- Computer Science (M.S., Ph.D.)
- Electrical Engineering - Aerospace Controls, Computer Networks (M.S., Ph.D.)
- Law - Continuing Legal Education
- Multi-Media and Creative Technologies (M.S., Ph.D.)
- Software Engineering (M.S., Ph.D.)
- Systems Engineering (M.S.)
- Technical Training - Certificate

## MARINE CORPS RESERVE TRAINING (ROTC)

Mailing Address: 3609 'A' State Street, Santa Barbara, CA 93105

Physical Address: 217 West Gonzales Road, Oxnard, CA 93030

PHONE: (805) 898-9530, (805) 497-6529

FAX: (805) 898-9431

WEB SITE: [www.mcrc.usmc.mil/intro.htm](http://www.mcrc.usmc.mil/intro.htm)

ACCREDITATION: American Council on Education

OFFERED: Certificate, Associate degree, Bachelor's degree, Master's degree, Doctorate degree



ENGINEERS



### PROGRAMS OR COURSES

- Accounting
- Administration
- Aviation Mechanic
- Aviation Electronics
- Aviation Ordinance
- Air Traffic Control
- Computer Programming
- Electronics
- Engineering
- Mechanics
- Military Technology - Navigators, Infantry, Artillery, Tanks
- Pilot
- Radar Repair
- Welding

## AMERICAN RED CROSS

Mailing Address: P. O. Box 5850, Ventura, CA 93005  
 Physical Address: 2355 Portola Road, Ventura, CA 93003  
 PHONE: (805) 339-2234  
 FAX: (805) 339-0311  
 ACCREDITATION: National Safety Council  
 OFFERED: Certificate



### PROGRAMS OR COURSES

- Adult CPR, First Aid
- Child Care Provider
- Disaster Services - Mass Care Function, Family Service Function, Disaster Welfare Inquiry Function, Logistics Function



## OPERATION W.O.R.K.

Mailing Address: P. O. Box 2683, Oxnard, CA 93031-6283  
 Physical Address: 234 East 6th Street, Oxnard, CA 93030  
 PHONE: (805) 486-0473  
 FAX: (805) 486-1345  
 OFFERED: Certificate



### PROGRAMS OR COURSES

- Auto Detail
- Commercial Driver
- Introduction to Computers
- Janitorial
- Security Training



## WORK TRAINING PROGRAMS

51A Strathearn Place, Simi Valley, CA 93065; 2587 Teller Road, Newbury Park, CA; 4464 McGrath, Ventura, 93003  
 PHONE: (805) 520-8744  
 FAX: (805) 520-7666  
 WEB SITE: [www.wtpinc.org](http://www.wtpinc.org)  
 ACCREDITATION: Bureau for Private Postsecondary and Vocational Education, California Association for Rehabilitation Professionals



### PROGRAMS OR COURSES

- Assembly
- Business and Social Skills
- Building and Ground Maintenance
- Clerical Support
- Food Services



# VENTURA COUNTY TRAINING PROVIDERS

## By Occupation

*The producers of this directory do not endorse or recommend any particular training providers or programs. A sincere effort has been made to ensure the information is as accurate and up-to-date as possible. However, information and programs change frequently. Please contact the training providers directly to verify and update information.*

### **ADJUSTMENT CLERKS (531230)**

Academy Education Services  
Cal-Tech Vocational Institute  
Conejo Valley Adult Education  
Medical Career Services  
Moorpark College  
Pacific Coast Trade School  
Simi Valley Adult School & Career Institute  
Technology Development Center–Division of Ventura Adult Education  
Vortex Productivity Center

### **ADMINISTRATIVE ASSISTANTS (169167997)**

Conejo Valley Adult Education  
Learning Tree University  
Moorpark College  
Oxnard College  
PCIdiot.Com Technology Services  
Technology Development Center – Division of Ventura Adult Education  
University of California Santa Barbara (UCSB) - Ventura Extension

### **ADMINISTRATIVE SERVICES MANAGERS (130140)**

Azusa Pacific University  
California Lutheran University  
California State University Channel Islands (CSUCI)  
California State University Northridge (CSUN) at Channel Islands  
E Z Success  
Learning Tree University  
Moorpark College  
Oxnard College  
Pepperdine University – Ventura County Campus  
Reserve Officer Training Corps (ROTC)  
Technology Development Center – Division of Ventura Adult Education  
University of California Santa Barbara (UCSB) – Ventura Extension  
University of La Verne  
University of La Verne – Pt. Mugu Residence Center

### **ASSEMBLERS AND FABRICATORS – EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, & PRECISION (939560)**

Work Training Programs

### **AUTOMOTIVE BODY AND RELATED REPAIRERS (853050)**

Operation W.O.R.K.  
Oxnard College  
Ventura College  
Ventura County Regional Occupational Program (H.S. ROP)

### **BAKERS - BREAD AND PASTRY (650210)**

Oxnard College  
Simi Valley Adult School  
Work Training Programs

### **BARTENDERS (650050)**

International Bartenders School

### **BILL AND ACCOUNT COLLECTORS (535080)**

Cal-Tech Vocational Institute  
Conejo Valley Adult Education  
Learning Tree University

Medical Career Services

Pacific Coast Trade School

PCIdiot.Com Technology Services

Simi Valley Adult School & Career Institute

Technology Development Center – Division of Ventura Adult Education

Vortex Productivity Centers

### **BIOTECHNOLOGY LABORATORY ASSISTANTS (041061997)**

California Lutheran University  
Moorpark College  
Simi Valley Adult School & Career Institute  
Ventura College

### **BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS (853110)**

Marine Corp Reserve Training  
Oxnard College  
Simi Valley Adult School  
Ventura College

### **CARPENTERS (871020)**

Carpenter's Apprenticeship Training Center  
Hollywood Film School  
Ventura County Building & Construction Trades Council

### **CHILD CARE WORKERS (680380)**

Academy Education Services  
American Red Cross  
California Vocational College  
Medical Career Services  
Moorpark College  
Oxnard College  
Nationwide Education Services  
Simi Valley Adult School & Career Institute  
Ventura College

### **CIVIL ENGINEERS (221210) - None**

### **COMPUTER AIDED DESIGN (CAD) TECHNICIANS (003362999)**

ITT Technical Institute  
Lackner Computer Systems  
Learning Tree University  
Moorpark College  
Simi Valley Adult School & Career Institute  
Technology Development Center – Division of Ventura Adult Education  
Ventura College  
Ventura County Regional Occupational Program (H.S. ROP)

### **COMPUTER NETWORK TECHNICIANS (033162996)**

Academy Education Services  
California Vocational College  
Consortium for Advanced & Technical Education – Distance Education  
ITT Technical Institute  
Internet Education Centers  
Learning Tree University  
Marine Corp Reserve Training  
Moorpark College  
New Horizons Computer Learning Center of Oxnard/Thousand Oaks  
Oxnard College

Pacific Coast Trade School  
 Superior Technical Institute  
 Technology Development Center – Division of Ventura Adult Education  
 University of California Santa Barbara (UCSB) – Ventura Extension  
 Ventura College  
 Ventura County Regional Occupational Program (H.S. ROP)  
 Vortex Productivity Centers

#### COMPUTER SUPPORT SPECIALISTS (251040)

CompUSA Technology Training  
 Conejo Valley Adult Education  
 Consortium for Advanced & Technical Education – Distance Education  
 Internet Education Centers  
 ITT Technical Institute  
 Learning Tree University  
 Marine Corp Reserve Training  
 Moorpark College  
 New Horizons Computer Learning Center of Oxnard/Thousand Oaks  
 Oxnard College  
 Simi Valley Adult School & Career Institute  
 Superior Technical Institute  
 Technology Development Center – Division of Ventura Adult Education  
 University of California Santa Barbara (UCSB) – Ventura Extension  
 Ventura College  
 Vortex Productivity Centers

#### DATA PROCESSING EQUIPMENT REPAIRERS (857050)

Academy Education Services  
 Cal-Tech Vocational Institute  
 Conejo Valley Adult Education  
 Learning Tree University  
 Moorpark College  
 Oxnard College  
 PCIdiot.com Technology Services  
 Marine Corp Officer Training  
 Simi Valley Adult School & Career Institute  
 Superior Technical Institute  
 Technology Development Center – Division of Ventura Adult Education  
 Ventura College  
 Ventura County Regional Occupational Program (H.S. ROP)

#### DATABASE ADMINISTRATORS (251030)

California Lutheran University  
 ITT Technical Institute  
 Learning Tree University  
 Marine Corp Reserve Training  
 Moorpark College  
 New Horizons Computer Learning Center of Oxnard/Thousand Oaks  
 Oxnard College  
 University of California Santa Barbara (UCSB) – Ventura Extension  
 Ventura College

#### DENTAL HYGIENISTS (329080)

Oxnard College

#### DESKTOP PUBLISHING – GRAPHIC DESIGNERS (979382999)

CompUSA Technology Training  
 Conejo Valley Adult Education  
 Moorpark College  
 New Horizons Computer Learning Center of Oxnard/Thousand Oaks  
 PCIdiot.Com Technology Services

Technology Development Center – Division of Ventura Adult Education  
 University of California Santa Barbara (UCSB) – Ventura Extension  
 Ventura College

#### DIETITIANS AND NUTRITIONISTS (325210)

Moorpark College  
 Oxnard College  
 Ventura College

#### DISPATCHERS – EXCEPT POLICE, FIRE, AND AMBULANCE (580050)

Ventura College

#### DRYWALL INSTALLERS (871080)

Ventura County Building & Construction Trades Council

#### EDUCATION ADMINISTRATORS (150050)

Azusa Pacific University  
 Cal Lutheran University  
 California State University Northridge (CSUN) at Channel Islands  
 Pepperdine University – Ventura County Campus

#### ELECTRICAL AND ELECTRONIC ASSEMBLERS (939050)

Academy Education Services  
 Cal-Tech Vocational Institute  
 Center for Employment Training  
 Moorpark College  
 Nationwide Education Services  
 Oxnard College  
 Superior Technical Institute  
 Ventura County Regional Occupational Program (H.S. ROP)

#### ENGINEERING, MATHEMATICAL & NATURAL SCIENCES MANAGERS (130170)

Consortium for Advanced & Technological Education – Distance Education  
 Marine Corp Reserve Training

#### FARMWORKERS, FOOD AND FIBER CROPS (798560)

Ventura College

#### GROCERY CHECKERS (211462999)

Goodwill Industries of Ventura and Santa Barbara Counties

#### HAIRDRESSER AND COSMETOLOGISTS (680050)

Hollywood Film School  
 Lu Ross Academy of Hair Design  
 Modern Beauty Academy  
 Simi Valley Adult School & Career Institute

#### HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS (859020)

Oxnard College  
 Sheet Metal Workers Joint Apprenticeship Committee  
 Ventura College

#### HELPERS, CARPENTERS AND RELATED WORKERS (983120)

Carpenter's Apprenticeship Training Center  
 Ventura County Building & Construction Trades Council

#### HOME HEALTH AIDES (660110)

Moorpark College  
 Oxnard Adult School  
 Oxnard College  
 Simi Valley Adult School  
 Ventura College  
 Ventura County Regional Occupational Program (H.S. ROP)

### HOTEL DESK CLERKS (538080)

Oxnard College

### HUMAN RESOURCE TECHNICIANS (166267999)

Learning Tree University

Technology Development Center – Division of Ventura Adult Education

University of California Santa Barbara (UCSB) – Ventura Extension

### INDUSTRIAL ENGINEERING TECHNICIANS AND TECHNOLOGISTS (225080)

Ventura College

Ventura County Regional Occupational Program (H.S. ROP)

### INDUSTRIAL PRODUCTION MANAGERS (150140)

EZ Success

Learning Tree University

Oxnard College

Technology Development Center – Division of Ventura Adult Education

University of California Santa Barbara (UCSB) – Ventura Extension

University of La Verne

### INSURANCE ADJUSTERS, EXAMINERS AND INVESTIGATORS (533020)

Executive Programs

### INTERNET WEB SITE DESIGNERS/DEVELOPERS (WEBMASTERS) (031064999)

Conejo Valley Adult Education

Internet Education Centers

Learning Tree University

Lynda.Com

Moorpark College

New Horizons Computer Learning Centers of Oxnard/Thousand Oaks

Oxnard Adult School

Pacific Coast Trade School

PCIdiot.Com Technology Services

Simi Valley Adult School & Career Institute

Technology Development Center – Division of Ventura Adult Education

University of California Santa Barbara (UCSB) – Ventura Extension

### LABORERS, LANDSCAPING AND GROUNDSKEEPING (790410)

Simi Valley Adult School & Career Institute

Ventura College

Work Training Programs

### LANDSCAPE ARCHITECTS (223080) – None

### LAWYERS (281080)

California Lutheran University (Pre-law)

Consortium for Advanced & Technological Education – Distant Learning

Southern California Institute of Law

Ventura College of Law

### LIBRARIANS – PROFESSIONAL (315020)

Azusa Pacific University

California Lutheran University

California State University Northridge (CSUN) at Channel Islands

Pepperdine University – Ventura County Campus

### LICENSED VOCATIONAL NURSES (325050)

Moorpark College

Oxnard Adult School

Simi Valley Adult School

Ventura College

### LOAN OFFICERS AND COUNSELORS (211080)

California Lutheran University

Learning Tree University

### LODGING MANAGERS (150262)

Oxnard College

### MACHINISTS (891080)

Center for Employment Training

Simi Valley Adult School & Career Institute

Ventura College

### MEDICAL ASSISTANTS (660050)

Academy Education Services

Center for Employment Training

Conejo Valley Adult Education

Medical Career Services

Nationwide Education Services

Simi Valley Adult School

Technology Development Center – Division of Ventura Adult Education

Ventura County Regional Occupational Program (H.S. ROP)

### MEDICAL RECORDS TECHNICIANS (329110)

Cal-Tech Vocational Institute

Conejo Valley Adult Education

Medical Career Services

Technology Development Center – Division of Ventura Adult Education

### OCCUPATIONAL THERAPISTS (323050) – None

### OPERATING ENGINEERS (979560)

Operating Engineers Union Apprenticeship (No programs are planned for 2002)

Ventura College

Ventura County Building & Construction Trades Council, AFL-CIO

### ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE (553230)

Cal-Tech Vocational Institute

Conejo Valley Adult Education

Goodwill Industries

Oxnard College

Technology Development Center – Division of Ventura Adult Education

Vortex Productivity Centers

### PACKAGING AND FILLING MACHINE OPERATORS AND TENDERS (929740) – None

### PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE (874020)

Ventura County Building & Construction Trades Council

### PARALEGAL PERSONNEL (283050)

Oxnard College

Southern California Institute of Law

Technology Development Center – Division of Ventura Adult Education

University of California Santa Barbara (UCSB) - Ventura Extension

### PEST CONTROLLERS AND PEST CONTROL ASSISTANTS (670080) - None

### PHARMACISTS (325170) - None

### PLUMBERS, PIPEFITTERS, AND STEAMFITTERS (875020)

Oxnard Adult School

Ventura College

Ventura County Building and Construction Trades Council, AFL-CIO

**PRINTING PRESS OPERATORS AND TENDERS (925430)**

Ventura County Regional Occupational Program (H.S. ROP)

**PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS (830050)**

Cal-Tech Vocational Institute  
Oxnard Adult School  
Simi Valley Adult School  
Superior Technical Institute  
Ventura College

**PURCHASING AGENTS - EXCEPT WHOLESALE, RETAIL AND FARM (213080)**

California State University Northridge (CSUN) at Channel Islands  
California Lutheran University  
Learning Tree University

**QUALITY ASSURANCE MANAGERS (169167995)**

Learning Tree University  
University of California Santa Barbara (UCSB), Ventura Extension

**RADIOLOGIC TECHNOLOGISTS (329190)**

Moorpark College  
Simi Valley Adult School & Career Institute

**RECREATION WORKERS (273110)**

American Red Cross  
California Vocational College  
Moorpark College  
Simi Valley Adult School  
Ventura College

**SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES - EXCEPT RETAIL (490050)**

California Lutheran University  
E Z Success  
Learning Tree University  
Moorpark College  
Oxnard College

**SOCIAL WORKERS - EXCEPT MEDICAL AND PSYCHIATRIC (273050)**

American Red Cross  
California Lutheran University  
California State University Northridge (CSUN) at Channel Islands  
Moorpark College  
Oxnard College  
Ventura College  
World University of America

**STOCK CLERKS - SALES FLOOR (490210)**

Goodwill Industries of Ventura/Santa Barbara Counties

**SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING (251020)**

California Lutheran University  
Consortium for Advanced and Technical Education -Distance Education  
ITT Technical Institute  
Learning Tree University  
Marine Corp Reserve Training  
Moorpark College  
New Horizons Computer Learning Center of Oxnard/Thousand Oaks  
University of California Santa Barbara (UCSB), Ventura Extension

**TEACHERS, PRESCHOOL (313030)**

California State University Northridge (CSUN) at Channel Islands  
California Vocational College  
Moorpark College  
Oxnard College  
Simi Valley Adult School and Career Center  
Ventura College

**TEACHERS - SECONDARY SCHOOL (313080)**

Azusa Pacific University  
California Lutheran University  
California State University Northridge (CSUN) at Channel Islands  
Pepperdine University - Ventura County Campus  
University of California Santa Barbara (UCSB) - Ventura Extension

**TEACHERS - SPECIAL EDUCATION (313110)**

Azusa Pacific University  
California Lutheran University  
California State University Northridge (CSUN) at Channel Islands

**TECHNICAL WRITERS (340050)**

Learning Tree University

**TOOL AND DIE MAKERS (891020)**

Center for Employment Training  
Simi Valley Adult School & Career Institute  
Ventura College

**TRUCK DRIVERS, LIGHT – INCLUDES DELIVERY AND ROUTE WORKERS (971050)**

Operation W.O.R.K.  
Professional Driver Training Schools, Ventura

**VETERINARY ASSISTANTS (798060)**

Moorpark College

**VOCATIONAL AND EDUCATIONAL COUNSELORS (315140)**

Azusa Pacific University  
California Lutheran University  
California State University - Channel Islands (CSUCI)  
California State University Northridge (CSUN) at Channel Islands



# Ventura County

## Employment by Labor Force and by Industry

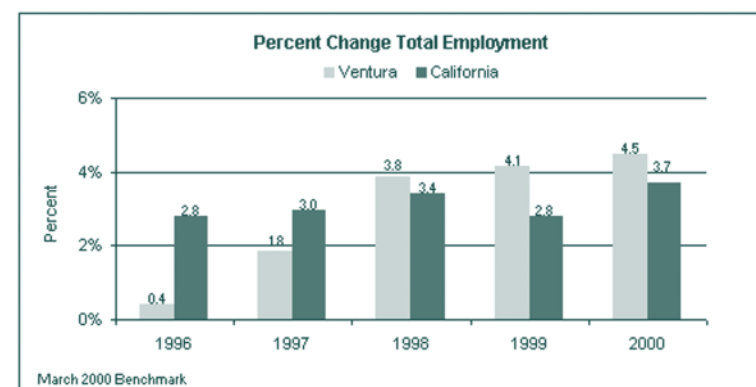


# Employment Profile

The 2000 Census data records Ventura County's population at 753,200, an increase over 1990 Census data of 84,200, or almost 13 percent. In addition to population growth, the 2000 annual average employment statistics show the civilian labor force for Ventura County to be 411,400, an increase of 14,000 over 1999 figures. Over the years 1996-2000, Ventura County recorded declining annual average unemployment

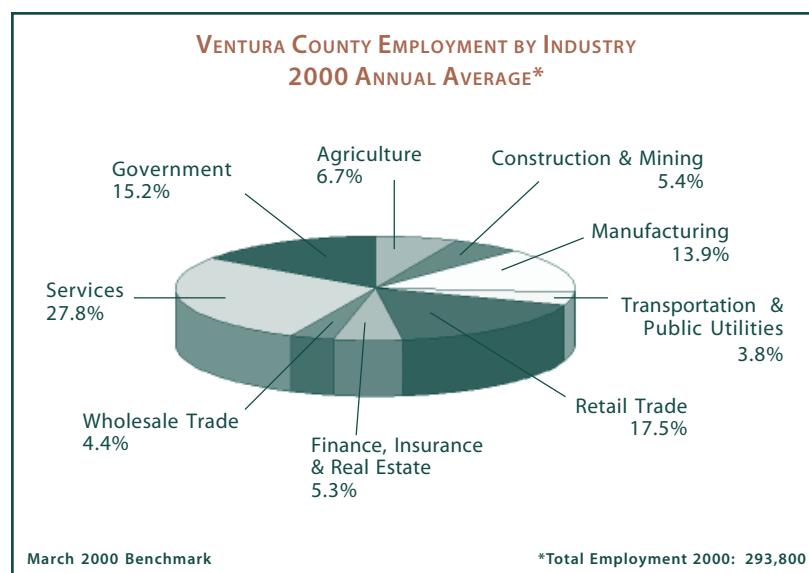
rates. The unemployment rate dropped 2.6 percentage points, from a high of 7.1 percent in 1996 to a low of 4.5 percent in the year 2000.

Job growth creates opportunity and is considered to be one measure of economic health. Total employment in Ventura County has been increasing steadily since 1996. Over the years 1996-



2000, the county added 38,500 new jobs, a cumulative growth of more than 15 percent. The growth recorded in 2000, 4.5 percent, represented a total of 12,600 new jobs. Almost 36 percent of these new jobs (4,500) were in the services industry, with a majority (2,600) in the business services component.

Services, retail trade, and government dominated Ventura County's total employment in the year 2000. Together these three industries accounted for a little over 60 percent (177,500) of the county's total employment (293,800). Non-farm industry employment projections for 1997-2004 indicate that by 2004 the manufacturing industry should experience steady gains, and along with services and government, will dominate Ventura's employment. The three industries will account for 68 percent (27,800) of the total projected job growth (41,100) in the county.



Employment Development Department, Labor Market Information Division

## *A county of diverse cities and diverse industries!*

By Edna Lindstrom  
CCOIS Coordinator

Ventura County is a diverse region offering numerous job opportunities. The State of California Employment Development Department, Labor Market Information Division, projects that the number of new jobs in Ventura County are expected to increase 17.3% for the forecast period of 1999–2006.

While job growth has slowed somewhat in the past year, diverse industries such as agriculture, biotechnology, health care, mortgage lending, Internet technology, business services, insurance, duplicating and packaging videocassettes, manufacturing, construction, and tourism should keep the local economy stable. As a whole, Ventura County is surviving better than other parts of the country because we have managed not to become dependent on any single industry sector. The following profile portrays the diversity of our beautiful county.

The city of **SAN BUENAVENTURA** is the county seat with the Government Center and many of its agencies generating local **government** jobs. Visitors are attracted to the city's historic downtown with its numerous restaurants and shops, the San Buenaventura Mission, expansive beaches, Ventura Harbor Village, the new Pacific View Mall, and several cultural events, including the Ventura Chamber Music Festival. **Service** jobs abound, particularly in the **health care** sector.

In the center of the Highway 101 Technology Corridor is **CAMARILLO**. Hi-tech jobs in the **biotechnology**, **electronic** and **telecommunication** industries dominate the area. "Fast 50" has ranked Camarillo as one of the top cities with the fastest growing technology companies in a five-county Southern California region. High tech firms include BioSource International Inc., eLabor Inc., Interlink Electronics Inc., Micro Pulse, Inc., Power-One Inc., Semtech Inc., Vitesse Semiconductor Corporation, and Zebra Technologies. Industry leaders such as Imation and Technicolor, one of the 10 largest employers in the county, call Camarillo home. The new California State University Channel Islands is expected to begin classes by fall 2002, adding new government jobs in the **education** sector.

**MOORPARK** houses Quality Logic Inc. and Special Devices Inc. Kavlico, a leading U. S. **manufacturer** of OEM sensors, has a state-of-the-art facility located on 40 acres in Moorpark. After 30 years of growth, Moorpark College has become one of the top community colleges in the nation and has been nationally recognized for its innovative work. It is noted for its famous Exotic Animal Training Management program.

The beauty of **OJAI** has attracted many artists and philosophers. The **service** industry caters to visitors who enjoy the many galleries and quaint shops in the charming village, world-class golf, and the world renowned Ojai Valley Inn and Spa. The surrounding Topa Topa Mountains, Los Padres National Forest and nearby Lake Casitas Recreation Area provides outstanding recreational opportunities.

**OXNARD** is surrounded by some of the richest **agricultural** land in the world and is home to the California Strawberry Festival. The coastal beauty and the Channel Islands Harbor draw many visitors. Oxnard has a variety of business parks and shopping areas with the **retail** sector blossoming along the 101 freeway. Housing and commercial development provide many **construction** jobs. Available and affordable land has lured companies in **manufacturing**. Haas Automation Inc., the largest unit-volume producer of CNC machine tools in the United States, has expanded its facilities. The Seminis Seed Company recently completed construction of their Worldwide Headquarters in Oxnard. A division of Procter and Gamble is located here.

The U. S. Navy base, in **PORT HUENEME** and related facilities at Pt. Mugu, plays an important part in the Ventura County economy, contributing over 17,000 **government** and civilian jobs. The 98-acre Port of Hueneme, the only deep-water harbor between Long Beach and San Francisco, generates over 2,700 **trade** related jobs. Catering to niche markets, including the export and import of fresh produce and automobiles, it holds the top spot in the United States for citrus exports and serves nine automobile manufacturers.

Miles of lemon, orange and avocado groves surround **SANTA PAULA** and **FILLMORE**,

the heart of Heritage Valley. Santa Paula, called the "citrus capital of the world" is home to the 108 year old Limoneira Packing Company. Visitors can board the Fillmore & Western Railway Company historical train and enjoy a scenic ride through this noteworthy **agricultural** area. Many major motion pictures and television shows have been filmed in Fillmore.

**SIMI VALLEY** located in east Ventura County and encircled by beautiful hills, boasts the Ronald Reagan Presidential Library and Museum. Countrywide Home Loans, the nation's largest independent mortgage lender, and Farmer's Insurance Group are major employers in the **finance** and **insurance** division.

**THOUSAND OAKS** is home to Amgen, Inc., one of the largest biotech companies in the world and the county's largest private employer; and to the Bioscience Division of Baxter Healthcare Corp., another top international leader in the **biotechnology** field. Wellpoint/Blue Cross of California provides numerous jobs in the **insurance** division. Dot.com and other **technology** firms include NetZero, Xircom Inc., and Line 6. Major companies with regional offices in the area are General Dynamics, General Motors, Rockwell Science Center, and Verizon.

With the diversity of the area and quality of life, Ventura County is not experiencing the same slowdown as some other parts of the state. Economists predict Ventura County may see some losses in 2002 in industries such as construction, manufacturing, services, and government, but the recession is expected to be mild by previous standards. A recovery is forecast to begin by late spring 2002 with slow economic growth through 2003.

Some information was taken from the Ventura County Star, the Star's Living Here section, and city web sites.

**COVER:** Map – provided by County of Ventura, Public Works Agency. Cover design by Edna Lindstrom, CCOIS, County of Ventura, Workforce Administration. **PHOTO CREDITS:** CAMARILLO, courtesy of Technicolor; MOORPARK, courtesy of Moorpark College; OJAI, courtesy of Ojai Valley Inn and Spa; OXNARD, strawberry field, photographer Steve Dibblee at AgImages.com; PORT HUENEME, photo by Dolores Miller; SIMI VALLEY, courtesy of Countrywide Home Loans; THOUSAND OAKS, courtesy of Amgen Inc.

## OCCUPATIONS WITH THE *LARGEST* ABSOLUTE JOB GROWTH\*

### VENTURA COUNTY 1999–2006

OCCUPATIONS	1999	2006	NEW JOBS	PERCENT CHANGE
Salespersons, Retail	9,780	11,180	1,400	14.3
General Managers and Top Executives	7,320	8,590	1,270	17.3
General Office Clerks	8,150	9,170	1,020	12.5
Teachers – Elementary School	5,190	6,100	910	17.5
Cashiers	6,150	7,060	910	14.8
Assemblers & Fabricators – except Machine, Electrical, Electronics, and Precision	3,120	4,030	910	29.2
Teachers – Secondary School	2,680	3,370	690	25.7
Laborers, Landscaping and Groundskeeping	3,860	4,500	640	16.6
Hand Packers and Packagers	2,110	2,750	640	30.3
Teacher Aides, Paraprofessional	1,840	2,460	620	33.7
Carpenters	1,790	2,400	610	34.1
Janitors and Cleaners – Except Maids and Housekeeping Cleaners	3,610	4,170	560	15.5
Truck Drivers, Light – includes Delivery and Route Workers	2,160	2,710	550	25.5
Receptionists and Information Clerks	2,920	3,430	510	17.5
Computer Support Specialists	860	1,330	470	54.7
Computer Engineers	890	1,340	450	50.6
Waiters and Waitresses	4,000	4,420	420	10.5
Systems Analysts – Electronic Data Processing	810	1,210	400	49.4
Engineering, Mathematical, and Natural Sciences Managers	1,010	1,400	390	38.6
Stock Clerks – Stockroom, Warehouse, Storage Yard	2,030	2,420	390	19.2
Teachers' Aides and Educational Assistants - Clerical	1,720	2,100	380	22.1
Sales Representatives – except Scientific & Related Products & Services & Retail	2,130	2,500	370	17.4
Guards and Watch Guards	1,410	1,780	370	26.2
First-Line Supervisors and Managers/Supervisors – Production & Operating Workers	1,080	1,450	370	34.3
Electricians	1,010	1,370	360	35.6
Painters, Paperhangers – Construction and Maintenance	920	1,280	360	39.1
Marketing, Advertising and Public Relations Managers	1,330	1,680	350	26.3
Truck Drivers, Heavy or Tractor Trailer	1,420	1,760	340	23.9
Secretaries, except Legal and Medical	4,820	5,140	320	6.6
Telemarketers, News & Street Vendors, Telephone Solicitors & Related Workers	950	1,260	310	32.6
Electrical and Electronic Assemblers	1,070	1,370	300	28
Traffic, Shipping and Receiving Clerks	2,340	2,630	290	12.4
Financial Managers	1,640	1,920	280	17.1
Sales Representatives, Scientific & Related Products and Services – except Retail	970	1,250	280	28.9
Electrical and Electronic Engineers	2,330	2,600	270	11.6
Cooks – Restaurant	2,170	2,440	270	12.4
Chemists, Except Biochemists	460	720	260	56.5
Order Clerks – Materials, Merchandise and Service	1,380	1,640	260	18.8
Teachers – Special Education	740	990	250	33.8
Registered Nurses	3,170	3,420	250	7.9
Combined Food Preparation and Service Workers	3,620	3,870	250	6.9
Counter and Rental Clerks	1,190	1,430	240	20.2
Food Preparation Workers	3,130	3,370	240	7.7
Maintenance Repairers – General Utility	1,970	2,210	240	12.2
Numerical-Control Machine Tool Operators and Tenders – Metal and Plastic	480	720	240	50
First-Line Supervisors/Managers Construction Trades and Extractive Workers	700	930	230	32.9
Packaging and Filling Machine Operators and Tenders	610	840	230	37.7
Construction Managers	560	780	220	39.3
Child Care Workers	1,260	1,480	220	17.5
Assemblers – Electrical and Electronic Equipment – Precision	670	890	220	32.8

*\*Excludes NEC (Not Elsewhere Classified) categories and occupations with employment of less than 400 in 2006*

# OCCUPATIONS WITH THE ***FASTEST*** JOB GROWTH RATE\*

## VENTURA COUNTY 1999–2006

OCCUPATIONS	1999	2006	NEW JOBS	PERCENT CHANGE
Biological Scientists	200	330	130	65
Millwrights	130	210	80	61.5
Plastic Molding and Casting Machine Operators and Tenders	220	350	130	59.1
Chemical Technicians and Technologists – except Medical and Clinical	170	270	100	58.8
Chemical Equipment Controllers and Operators	170	270	100	58.8
Chemists, Except Biochemists	460	720	260	56.5
Plastic Molding and Casting Machine Setters and Set-up Operators	160	250	90	56.3
Computer Support Specialists	860	1,330	470	54.7
Industrial Engineering Technicians and Technologists	150	230	80	53.3
Computer Engineers	890	1,340	450	50.6
Numerical-Control Machine-Tool Operators and Tenders – Metal and Plastic	480	720	240	50
Plasterers and Stucco Masons	220	330	110	50
Systems Analysts – Electronic Data Processing	810	1,210	400	49.4
Brick Masons	170	250	80	47.1
Drywall Installers	350	510	160	45.7
Operating Engineers	400	560	160	40
Tool and Die Makers	200	280	80	40
Construction Managers	560	780	220	39.3
Painters, Paperhangers – Construction and Maintenance	920	1,280	360	39.1
Speech – Language Pathologists and Audiologists	180	250	70	38.9
Engineering, Mathematical, and Natural Science Managers	1,010	1,400	390	38.6
Tapers	340	470	130	38.2
Concrete and Terrazzo Finishers	340	470	130	38.2
Packaging and Filling Machine Operators and Tenders	610	840	230	37.7
Pipelayers	160	220	60	37.5
Excavating and Loading Machine Operators	160	220	60	37.5
Grader, Dozer, and Scraper Operators	160	220	60	37.5
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	430	590	160	37.2
Duplicating Machine Operators	460	630	170	37
Helpers – Carpenters And Related	250	340	90	36
Electricians	1,010	1,370	360	35.6
Roofers	310	420	110	35.5
Pest Controllers and Pest Control Assistants	170	230	60	35.3
Hard Tile Setters	170	230	60	35.3
Helpers – Plumbers, Pipefitters and Steamfitters	170	230	60	35.3
Mobile Heavy Equipment Mechanics – except Engines	200	270	70	35
Paving, Surfacing, and Tamping-Equipment Operators	200	270	70	35
First-Line Supervisors & Manager/Supervisors – Production & Operating Workers	1,080	1,450	370	34.3
Carpenters	1,790	2,400	610	34.1
Teachers – Special Education	740	990	250	33.8
Teacher Aides, Paraprofessional	1,840	2,460	620	33.7
Carpet Installers	240	320	80	33.3
Helpers – Electricians and Powerline Transmission Installers	240	320	80	33.3
Insurance Claims Clerks	210	280	70	33.3
Respiratory Care Practitioners	150	200	50	33.3
Interior Designers	150	200	50	33.3
First-Line Supervisors/Managers Construction Trades and Extractive Workers	700	930	230	32.9
Assemblers – Electrical and Electronic Equipment – Precision	670	890	220	32.8
Telemarketers, News and Street Vendors, Telephone Solicitors, & Related Workers	950	1,260	310	32.6
Adjustment Clerks	620	820	200	32.3

\*Excludes NEC (Not Elsewhere Classified) categories and occupations with employment of less than 400 in 2006

# Ventura County

## Workforce Investment Network

This past year the Workforce Investment Board has rolled out several new initiatives for business, youth and adults under the umbrella of the *Workforce Investment Network*. The purpose of this Network is to coordinate the many local initiatives and programs and to recognize that no single community sector fully owns the workforce agenda.

The Workforce Investment Board delivers workforce preparation and employment services through the Job & Career Centers. Through the Centers efforts are made to bring together employment, education, and training services needed by job seekers in Ventura County. Each of the six regional Job & Career Centers listed below provides access to a comprehensive array of employment and training services for both job seekers and employers.

In addition, a variety of social and support services can be accessed at the Centers through referral to a local partner agency. Services are provided free of charge and depending on one's eligibility, may include additional resources including child care, transportation, suitable work clothes, mentors, and youth services. Assistance is available to job seekers at the Centers to utilize these tools to secure employment and related services.

### REGIONAL JOB & CAREER CENTERS

East County Job & Career Center  
970 Enchanted Way, Suite 105, Simi Valley, CA 93065  
Connie Clay, Director  
(805) 955-2200 Fax (805) 955-2233

West Oxnard Job & Career Center  
635 South Ventura Road, Oxnard, CA 93030  
Kathy Smith, Director  
(805) 382-6559 Fax (805) 382-6582

Downtown Oxnard Job & Career Center  
200 West Fifth Street, Oxnard, CA 93030  
Art Hernandez, Director  
(805) 240-7000 Fax (805) 240-7010

Oxnard College Job & Career Center  
4000 South Rose Avenue, Oxnard, CA 93033  
Larry Kennedy, Director  
(805) 986-7300 Fax (805) 986-7332

Ventura College Job & Career Center  
4274 Telegraph Road, Ventura, CA 93003  
Kay Faulconer-Boger, Director  
(805) 477-2000 Fax (805) 477-2051

Santa Clara Valley Job & Career Center  
725 East Main Street, Suite 101, Santa Paula, CA 93060  
Judy Rivera, Director  
(805) 933-8300 Fax (805) 933-8334

### JOB SEEKER SERVICES

☛ Universal Access – Job & Career Centers are equipped with the latest electronic technology to access labor market information and current job listings. Orientation to program services help review your job status and develop a training and employment action plan. Universal Access services are available to anyone who visits the Centers.

☛ Intensive Services – These services include career assessment, counseling services, life skills workshops, resumé writing, and placement assistance.

☛ Training Services – Vocational classroom instruction provided to adults in need of occupational training, on-the-job training provided by employers on-site, customized training with employers in a targeted occupation, and youth educational training programs.

☛ California Work Opportunity and Responsibility to Kids (CalWORKs) – A State-mandated program to help adults receiving welfare become employed and their families become financially self supporting.

### EMPLOYER SERVICES

☛ Business Resources – Resource referral is available to help start or grow your business from your initial business plan to acquiring capital for expansion.

☛ Tax Benefits – You can save money when you hire certain jobseekers eligible for the Work Opportunity or the Welfare-to-Work Tax Credit Programs.

☛ Out-Placement Service – The Rapid Response team assists employers and employees affected by job loss and business closure. We identify resources to help retain your business and provide orientations to assist dislocated workers in getting a new job.

☛ Employee Training – Eligible current and future employees can receive training to be more productive as your business grows. Employee site-based training and off-site classroom training is available.

☛ Job Listing – Job openings can be listed directly on the Internet database called CalJOBS (see web site on the next page.) You can review resumés and locate qualified applicants.



[www.jobs.ventura.org](http://www.jobs.ventura.org)



## ONE-STOP DELIVERY SYSTEM

The Ventura County Job & Career Centers benefit directly from the contributions of no fewer than 15 separate public and private partnerships. An essential partnership in the leadership of Job & Career Center System is the One-Stop Operator's Consortium, consisting of the Ventura County Business & Employment Services Department, the Employment Development Department, and the Ventura County Superintendent of Schools.

Important principles guiding the One-Stop Service delivery system include a dedication to customer service, an orientation always to positive outcomes, and service implementation through innovative and effective practices.

### BUSINESS & EMPLOYMENT SERVICES

Barry Zimmerman, Director

Tom Nikirk, Deputy Director, WIA/WtW Programs

Lauri Flack, Deputy Director, CalWORKs Programs

The Ventura County Business and Employment Services Department, which provides professional staffing for the Job & Career Centers, provides a wide variety of services to job seekers and employers. This Department also serves as the business manager of the one-stop system.

### VENTURA COUNTY SUPERINTENDENT OF SCHOOLS OFFICE

The Superintendent's participation in managing the Job & Career Centers assures a continuing linkage to schools and helps focus on the connections of school-based and work-based learning. A critically important element of this agenda is the Superintendent's management of the Ventura County School-to-Career Network. Some of the key goals of School-to-Career are to improve students' academic achievement, instill commitment to life-long learning, and establish the foundations for skills that are essential in today's workplace.

### EMPLOYMENT DEVELOPMENT DEPARTMENT

An essential partnership in managing the direction of the Job & Career Centers is offered by the local Job Service Office of the State Employment Development Department (EDD).

CalJOBS is a no-fee Internet service provided by the Employment Development Department (EDD), linking employers and job seekers with electronic job listings and resumés. Job orders entered in CalJOBS are immediately visible throughout the state of California.

Jobseekers may search for jobs and may enter their resumés to be viewed by prospective employers. Free access to CalJOBS is available at local Job & Career Center offices.

Employers may register, list their job openings, and search for resumés from their own computers or they may request assistance from EDD or Job & Career Center staff. Labor market information and assistance in screening and certifying applicants for employer's tax credits is also available.

### CalJOBS IS AN INTERNET SERVICE AVAILABLE AT THE JOB AND CAREER CENTERS



[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

### YOUTH SERVICES OF VENTURA COUNTY

Frank Ramirez, Youth Services Manager

Youth Services coordinates educational and employment and training programs for young people. Youth Services is offered through the Ventura County Workforce Investment Network, under the direction of the Workforce Investment Board Youth Council. A fundamental purpose of the Youth Council is to promote the linkage between academic and occupational learning, on-going mentorship with adults, and opportunities related to leadership, decision-making, citizenship and community service.

### ECONOMIC DEVELOPMENT COLLABORATIVE – VENTURA COUNTY

A close alliance with the Economic Development Collaborative – Ventura County for the delivery of a Business Enhancement Program assures that resources are dedicated both to averting layoffs and to sustaining and expanding local business, helping to preserve and create new jobs.



"BUILDING OUR FUTURE WORKFORCE"





**Please return completed questionnaire to:**  
 County of Ventura Workforce Development Division, CCOIS  
 505 Poli Street Phone: (805) 652-7892  
 Ventura, CA 93001 Fax: (805) 652-7842

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL  
 Whom should we contact with any further questions?**

Name: \_\_\_\_\_  
 Positions: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**TEACHERS, PRESCHOOL (313021)**

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If **yes**, please complete this survey for the occupation described.

If **no**, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in Ventura County.

1. What job title(s) does your firm use for these duties? \_\_\_\_\_

2a. How many employees does your firm currently have in this occupation? \_\_\_\_\_

2b. In this occupation, how many are: Male? \_\_\_\_\_ Female? \_\_\_\_\_

2c. In this occupation, how many current employees are there; and, on average, how many weekly hours do they work?

Regular, Full Time: _____	Average Weekly Hours Worked: _____
Regular, Part Time: _____	Average Weekly Hours Worked: _____
Temporary/On Call: _____	Average Weekly Hours Worked: _____
Seasonal: _____	Average Weekly Hours Worked: _____

3. In your firm, what shifts are available for this occupation? (check all that apply)

☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): \_\_\_\_\_

4. Has your firm hired in this occupation within the last 12 months? ☐ Yes ☐ No

If yes, How many were hired to fill vacancies resulting from promotions within your firm? \_\_\_\_\_

How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? \_\_\_\_\_

How many were hired to fill new permanent positions resulting from growth? \_\_\_\_\_

How many were hired to fill temporary, on call or seasonal positions? \_\_\_\_\_

5a. During the last 12 months, did your firm's employment in this occupation: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

6. When you hire applicants for this occupation, is prior experience in this occupation required?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, how much experience in this occupation is required/preferred? \_\_\_\_\_ (months)

Is experience in other occupations accepted? ☐ Yes ☐ No

If yes, please specify: Occupation: \_\_\_\_\_ months \_\_\_\_\_

7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants.

(Circle one) Not Difficult = 1 2 3 4 = Difficult

8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants.

(Circle one) Not Difficult = 1 2 3 4 = Difficult

9. Does your firm accept training as a substitute for experience in this occupation? ☐ Yes ☐ No

If yes, how many months of training can generally be substituted? \_\_\_\_\_ (months)

10. Is technical or vocational training required prior to employment in this occupation?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? \_\_\_\_\_ months \_\_\_\_\_

11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one).

- ☐ Less than high school diploma      ☐ High school diploma or equivalent  
☐ Associate Degree (2 year)      ☐ Bachelor Degree (4 year)      ☐ Graduate Study

12a. What is the usual income earned by your firm's employees in this occupation at the following levels of skill and experience?

Base Wage or Salary

New hires, no experience (trained or untrained): \$ \_\_\_\_\_  
 New hires who are experienced: \$ \_\_\_\_\_  
 Experienced employees after 3 years: \$ \_\_\_\_\_  
 Please check one: ☐ Hour    ☐ Week    ☐ Month    ☐ Year

12b. For other compensation, if applicable, please indicate the average overall earnings and types(s) of compensation.

New hires, no experience (trained or untrained): \$ \_\_\_\_\_  
 New hires who are experienced: \$ \_\_\_\_\_  
 Experienced employees after 3 years: \$ \_\_\_\_\_  
 Please check one: ☐ Hour    ☐ Week    ☐ Month    ☐ Year  
 Type of Compensation: ☐ Commission    ☐ Tips    ☐ Bonus    ☐ Piece Rate    ☐ Other (Please specify): \_\_\_\_\_

13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement?

☐ Yes    ☐ No    If yes, what is the name of the union or local number? \_\_\_\_\_

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a. Does your firm ever promote employees in this occupation to higher level positions? ☐ Yes    ☐ No

If yes, what are the titles of the positions to which they may be promoted?  
 \_\_\_\_\_

15b. What skills are important for career advancement?  
 \_\_\_\_\_

16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Check all that apply)

☐ None    ☐ Word Processing    ☐ Spreadsheet    ☐ Database    ☐ Desktop Publishing    ☐ Other (Please specify): \_\_\_\_\_  
 Specify Software: \_\_\_\_\_

17. What other new skills are needed to perform the duties of this occupation? (Please include any that are not listed in question 21)  
 \_\_\_\_\_

18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

☐ In-house promotions or transfers      ☐ Newspaper ads      ☐ Internet  
☐ EDD      ☐ Walk-in applicants      ☐ Colleges/Universities  
☐ School/program referrals      ☐ Union hall referrals      ☐ Employee referrals  
☐ Private employment agencies      ☐ Trade journals      ☐ Other (Please specify): \_\_\_\_\_

19. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes    ☐ No

If yes, please specify: \_\_\_\_\_

20. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes    ☐ No

## ON-LINE LABOR MARKET INFORMATION

EMPLOYMENT DEVELOPMENT DEPARTMENT LABOR MARKET INFORMATION DIVISION'S  
INTERNET HOME PAGE PROVIDES ACCESS TO OVER 1,000 DATA FILES.

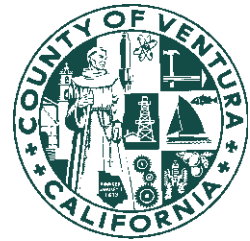


• [www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov)

*Occupational Outlook Reports* for all counties are available from the  
Occupational Outlook Reports section of the web site.

**NEW THIS YEAR!**  
**VENTURA COUNTY TRAINING PROVIDER DIRECTORY**

*A comprehensive directory of  
Ventura County  
education institutions and training  
providers is a new feature in this  
year's Occupational Outlook Report.  
Contact information and a list of  
programs and courses offered  
provides a valuable resource for job  
seekers, employers, career counselors  
and others interested in  
occupational training.*



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*The California Cooperative*  
**CCOIS**  
Occupational Information System